Suggested Advising Appointment Checklist  07/20/18

☐ Confirm the identify of student, SSC picture or BGSU ID.
☐ Open student’s Advising Notes in SSC for recording during appointment.
  o Avoid violating FERPA in the notes, personal issues ok.
  o Details!
☐ Encourage student note taking.
☐ Explain your advising process.
  o How to make appointments with you.
  o Method of contact preference.
  o Office hours
  o Summer availability - consider setting an away message with directions if you are not available in the summer.
☐ Student explains goals/rationale for appointment.
☐ Is the major still relevant to their goals?
  o Major changes can be made in the college office
☐ Review the Four Tools
  o Checksheet – make sure the catalog year and semester matches what is stated on their Degree Audit Report (DARS)
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    ▪ Review and note remaining requirements: 122 hours, 40 hours at 3000/4000 level, minimum GPA, MDC, foreign language, BG Perspective, major, minor, focus, concentration, etc.
    ▪ Review sequences for major and minor
    ▪ Has the student chosen a minor?
  o Arts and Sciences Student Handbook - should match checksheet year
  o Graduation Plan – an original copy is placed in SSC during the students first year.
☐ Make referrals as needed
  o Counseling Center
  o Career center
  o Learning Commons
  o Health Center
  o Accessibility Services
  o Multicultural Affairs
☐ Possible additional discussions:
  o Internships
    ▪ No credit - Career Center.
    ▪ For credit – faculty and department office.
  o Research
  o Education Abroad
  o Pre-professional preparation
  o Volunteering
  o Graduate school
☐ Summarize the talking points of the appointment with the student.
☐ Complete the advising report notes in SSC and save.

Bolded items should be included in all appointments