

Suggested Advising Appointment Checklist Updated: 02/2025

- Confirm the identify of student, Navigate picture or BGSU ID.
- Open student's Advising Notes in Navigate for recording during appointment.
 - Avoid violating FERPA in the notes
 - Details!
 - Upload a PDF copy of the degree audit reviewed during appointment
- Encourage student note taking.
- Explain your advising process.
 - How to make appointments with you.
 - Method of contact preference.
 - Office hours
 - Summer availability - consider setting an automatic away message with instructions of who to contact for advising issues if you are not available in the summer.
- Allow student to explain goals/rationale for appointment.
- Review Advising Tools
 - **Degree Audit Report (DARS)**
 - **Review and note remaining requirements: 122 hours, 40 hours at 3000/4000 level, minimum GPA, MDC, AS World Language requirement, BG Perspective, major, minor, focus, concentration, etc.**
 - **Review course sequences for major**
 - Arts and Sciences Student Handbook - should match checksheet year
 - Checksheet – make sure the catalog year matches year on Degree Audit Report (DARS)
- Make referrals as needed
 - Counseling Center
 - Career center
 - Learning Commons/Tutoring
 - Health Center
 - Accessibility Services
 - Multicultural Affairs
- Possible additional discussions:
 - Internships
 - No academic credit - Career Center.
 - For academic credit – faculty/department office
 - Research
 - Education Abroad
 - Pre-professional preparation
 - Volunteering
 - Graduate school
- Summarize the talking points of the appointment with the student.
- **Complete the advising report notes in Navigate and save.**

Bolded items should be included in all appointments