

Advising Checklist

Before Advising Appointment:

- Review degree checksheet/FlightPath
- Review transcript
- Review courses taken/not taken; review midterm grades
- Identify low grades/difficult courses, GPA issues
- Review previous advising sessions in FlightPath
- Check for holds
- Check for developmental requirements/completion

Final Advising Appointment:

- Discuss job opportunities and career plans
- Determine hours left for degree
- Determine anticipated graduation date & remind graduating students to complete online application for graduation following instructions at <http://ulm.edu/registrar/>
- Discuss TOPS and scholarship criteria to maintain eligibility
- Discuss obligations that impact timely graduation or acceptable performance (work, family, etc)
- Discuss potential schedule and alternative courses
- Discuss the intensity of online courses and how to schedule in both 8-week terms
- Use FlightPath to complete advising procedure and place comment
- Discuss SSC and need for tutoring/SI as needed
- Have student sign FlightPath advising sheet