



Advising Session Checklist

- Ask if advisee is New or Returning
 - Inform student of his/her assigned advisor if different from you.
 - A student's assigned advisor can be found SGAADVR in Banner
- Ask student about his/her major
 - Double check student's program of study in SGASTDN
 - If the program of study is not correct, encourage the student to complete a [Change of Major Form](#) found on the Advising website. The form should be sent to the Registrar's office for processing.
- Print off an academic plan for the student.
 - Ensure that the student is aware of the coursework that they will need to complete for the desired degree. Be sure to discuss any special requirements for the degree.
- Check for important Holds that might prevent the student from registration. This can be done in SOAHOLD within Banner.
 - If there is an Advising hold (AV), simply remove the hold and continue to register the student.
 - If there is a HOUSING hold (HH), the student will need to visit Residence Life to clear this hold.
 - If there is a Business Office hold (**BO**), then the student will need to visit the Bursar's office to clear this type hold. Do not register the student.
 - If the student owes less than \$100, the Business Hold will be BP, BF, or BR. These will not prevent registration. You may still register the student.
 - If there is an Academic Standing hold (AS), override the hold and register the student. Counsel the student on how to work towards obtaining good academic standing. Inform them about the probation/suspension policy. Guide them towards academic support services (tutoring).
- Make sure the student is very familiar with the catalog particularly with the core curriculum and their program of study.
- If the student is a current student, discuss any areas of concern. These areas include:
 - *Attendance* – Is the student attending class?
 - *Academic Support* - Is the student aware of the Student Success Center, MARC, or Writing Centers? Is the student utilizing the office hours of their instructor?
 - *Academic Performance* – What are their current grades in class? Are they completing their assignments on time? Does the student have access to books and/or other required materials for their courses?
 - *Engagement Activities* – Is the student involved in Athletics, Band, Clubs, and /or Student Organizations? How much time is being spent on extracurricular activities?
- If the student is a returning student, audit their academic progress in Degree Works (DW). Ensure that the student knows how to use DW. Make sure the 2 or 4 year degree plan is listed in DW. Be sure to note any areas where courses are still needed. Compare against the student's transcripts that can be obtained from their SWORDS account. (Discuss any areas mentioned above if applicable)
- Review prior courses taken and also courses in progress if the student is a current student.

- Identify courses that may need immediate attention and suggest that the student make an appointment with the Student Success Center for assistance.
 - Review the repeat and withdrawal policy.
- Identify courses based on the following for registration:
 - Remaining Core requirements
 - Remaining Upper Level requirements
 - Students interests if elective courses are still needed
- Look up classes
 - Teach the student to look up classes using the online [Course Schedule](#).
 - Ensure that the student recognizes the **proper term** for registration.
 - Make sure the student is taking courses on the appropriate **campus**.
 - Demonstrate how to log into SWORDS and how to navigate to the course registration section.
 - Inform student of the “Waitlist” feature for courses that are currently full.
- Complete the registration process for the student.
 - Print the students schedule and go over the schedule with them. Ensure they are aware of any hybrid, online or video conference courses that may be scheduled.
- Inform student of Financial Aid deadlines and importance of academic standing.
 - Make sure the student is aware of the deadline for the FAFSA application.
 - Has the student met with their Financial Aid Counselor?
 - Are they making Satisfactory Academic Progress (SAP)?
- Inform student of payment deadlines.
 - Make sure the student is aware of payment deadlines and that all payments are made at the MGA Bursars office. Make sure they understand the term ‘Bursar’ and where this office is located.