

Undergraduate Advisor's Check List

The next advising period runs from Monday, 12 March 2007 to Friday, 30 March 2007

Prior to advising:

- Arrange with a colleague to substitute for you if you will be gone during advising.
- Contact your advisees via email with instructions on how to sign up for appointments.
- Change your voice mail messages, if appropriate, with sign-up information.
- Assemble and prepare the necessary resources (see list below)

What you'll need

Where to get it

- Advisees' names, email addresses via Registration & Records, Faculty/Admin Services link to Adviser Options
http://www.ncsu.edu/reg_records/
- Method for scheduling appointments Telephone, email, sign-up sheet outside your office
- Student's latest record (ADA) & PIN Connie provides *and*
also available via Registration & Records website at Adviser options
- Student's Plan of Work Student initiates through the Plan of Work/degree audit button.
You can view the Plan of Work under Adviser Options/Plan Approval, but
only after the student authorizes access by using the "submit for
approval" button.
- Handbook of Advising & Teaching <http://www.ncsu.edu/uap/hat/current/>
- Undergraduate Catalogue via Registration & Records, under Publications (on bottom left)
- Course Catalogue via Registration & Records, under Courses
- Advising dates/Access windows via Registration & Records, under Registration Info
- Curriculum requirements 8-semester displays in trays in Student Services Office **or**
<http://www.meas.ncsu.edu/02-c-ug.html> with links to degree
requirements at Registration and Records **or**
http://www.ncsu.edu/majors-careers/degree_requirements/
*** Make sure you have the correct degree requirements. ***

Abbreviations and Notes:

ADA Automated Degree Audit: computer print-out of student's progress
GER General Education Requirements
HAT Handbook of Advising and Teaching
PIN Personal Identification Number
PoW Plan of Work
Student Services Office: 1113 Jordan

GER list of approved courses Student Services Office **or**

http://www.ncsu.edu/provost/academic_programs/ger/hss/courses.htm/

Advising Central http://www.ncsu.edu/advising_central/

Privacy Law An explanation of the Family Educational Rights and Privacy Act (FERPA)
can be found at:
http://www.ncsu.edu/policies/student_services/REG11.00.1.php

An extra chair free of piles of paper Good Luck!

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During Advising

- Current Semester Ask how the student is doing this semester?
Are classes going well?
Any current problems that need to be resolved?

- Look at grades If the student has any grade lower than C-, explain the C-
Wall requirements to them. This policy can be found at:
<http://www.ncsu.edu/uap/resources/perfreq/pams.htm>.

- Plan of Work Is it complete for the next year?
Is the student planning to take courses in the semester they are
offered?
Have or will the prerequisites be met?
Is the student planning to take 12+ credit hours?
*** Maggie Puryear will approve Plans of Work in May.***

- Foreign Language Proficiency Has the student met this requirement? It will show up as FL* 100
on

the degree audit under “English/Communication” and/or “Additional
or Non-Degree Courses”. If not met, the student will need to take
through the 102-level.

- Non-English Culture Requirement One of the Humanities/Social Science courses must meet this
requirement. For courses that meet this, see the GER list of
approved courses.

- First Year Course Repeat Policy For freshman and first year transfer students: If a student
has received a D or F in a 100- or 200- level course, explain
this policy. The form with guidelines can be found on the
Registration & Records website: <http://www.ncsu.edu/registrar/>,
under Forms.

- Course Substitutions/Waivers Send an email requesting these to Carrie Thomas
(Carrie_thomas@ncsu.edu) and cc Maggie Puryear
(Maggie_Puryear@ncsu.edu).

- Summer Programs/Internships Does the student need help finding an internship or summer
research experience?

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After Advising

- Take good notes on what was discussed.
- Write a follow-up email to the student summarizing your meeting.
- Request course substitutions/waivers by email to Carrie Thomas (Carrie_thomas@ncsu.edu) and cc Maggie Puryear (Maggie_puryear@ncsu.edu).

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