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

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

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:

☐ 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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