**Academic Advising Check List**

**Step 1: Make An Academic Advising Appointment:**

* Your Academic Advisors Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Office Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 2: Prepare for Advising:**

* Check for Holds on your Account (still meet with your advisor)
* Run Degree Works Evaluation
* Review Received Transfer Credit
* Review Received AP/IB Credit
* Foreign Language Waiver: *If eligible, check in Degree Works*
* Review Catalog for Degree Requirements and other Policies

**Step 3: Complete Additional Information**

* Classes you enjoyed this semester:
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Classes in which you struggled this semester:
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Major (s) you are considering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Minor (s) you are considering:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Extra-Curricular activities (including work) that you will be involved in next semester:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Study abroad plans that you have for the future: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other concerns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Step 4: Current Semester Grades**

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| --- | --- |
| **Course** | **Mid Term Grade** |
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**Step 4: Make a Tentative Schedule**

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| --- | --- | --- | --- | --- |
| **CRN** | **Class** | **Days** | **Time** | **Reason  (CCC, Elective, Major Requirement, etc)** |
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**Tips:**

* Make sure you understand the reason for every class you register for
* Make sure you have a list of alternative classes to register for
* If you register for a class that you did not discuss with your academic advisor, make sure you make them aware of changes to your Registration Advisement Worksheet
* Start an Advising Folder (registration worksheet, transfer credit approval, emails, etc)
* Be aware of the academic deadlines (i.e. add, drop and withdraw from a class)
* Follow advising on Twitter: @FSUAcadAdvising