Individual Advising Appointments
Utilize the full 20 min. appointment time to manage the flow of students in the registration lab.

*Please remain in your office or if you go to McIntyre Library, leave a note on your door and change voicemail prompt. You must be accessible until 4:30pm.*

**Checklist**

- **Student questions?**
  - Address concerns
  - Inquire about certainty of major or other areas of concern

- **Be aware of constraints on time:**
  - Athletics
  - Music participation
  - ROTC

- **Transfer work?**

- **Credit by exam (AP/IB)**

- **Course selection:**
  - Required courses
  - One special frosh experience (GEN course, FYE/FYS, Bundle, BB, LLC, etc.)
  - A LONG list of alternate courses (not different sections of the same course)

- **Referrals**
  - **Today**
    - Student Support Services (SSS)
    - Services for Students with Disabilities
  - **Fall Semester**
    - Academic Skills Center
    - Counseling
    - Tutoring (Writing Ctr., Math Lab, etc.)

- **Give to Student**
  - PAC
  - Major & Advisor Assignment form
    - Change major if needed
    - Assign advisor & provide all contact information to student
  - Orientation Permission Form if approval needed for particular courses
  - Let student know you’ll check their registration and contact him/her if there are concerns
  - Direct student to McIntyre Library to register

**After Appointment**

- **Advising notes** in MyBlugold CampS
  - Courses recommended
  - Majors considering (if applicable)
  - Non-compliance with your advice/course recommendations if this occurs
  - Note any follow-up

- **Review each student’s registration.** If you find a problem, it is far easier to help them fix it while they’re still on campus than after they have returned home. Make sure All your students are registered before you leave for the day.
- **Contact student regarding concerns and note communication in electronic advising notes.**
- **Forward student files to department or advisor as directed by department chairs.**