Advising Checklist

Before Advising Appointment:

☐ Review degree checksheet/FlightPath

☐ Review transcript

☐ Review courses taken/not taken; review midterm grades

☐ Identify low grades/difficult courses, GPA issues

☐ Review previous advising sessions in FlightPath

☐ Check for holds

☐ Check for developmental requirements/completion

During Advising Appointment:

☐ Discuss job opportunities and career plans

☐ Determine hours left for degree

☐ Determine anticipated graduation date & remind graduating students to complete online application for graduation following instructions at http://ulm.edu/registrar/

☐ Discuss TOPS and scholarship criteria to maintain eligibility

☐ Discuss obligations that impact timely graduation or acceptable performance (work, family, etc)

☐ Discuss potential schedule and alternative courses

☐ Discuss the intensity of online courses and how to schedule in both 8-week terms

☐ Use FlightPath to complete advising procedure and place comment

☐ Discuss SSC and need for tutoring/SI as needed

☐ Have student sign FlightPath advising sheet