

SDC Advising Checklist

NAME: _____

WSU ID #: _____

Directions: Building authentic relationships with our students is a critical component to their personal and professional development. To ensure our students successfully progress through the curriculum and receive appropriate mentoring, the following checklist was created to help guide both the student and the advisor during this formal advising session. Students will be expected to come prepared to each session ready to discuss the items listed below (as appropriate). The advisor will be expected to check the appropriate boxes to confirm each checklist item has been covered. Students will formally meet with their faculty advisor each semester in preparation for the upcoming semester (either through group, individual, or e-advising sessions). However, students are encouraged to meet with and/or maintain correspondence with their advisor throughout the year as desired.

General Academic Advising Talking Points	Yes	No	N/A
Advisement report has been reviewed (provided by student)			
Academic progress and performance			
Academic resource list provided (Access Center, Counseling, etc.)			
Potential elective courses			
Internship and/or practicum opportunities			
Progression towards certification and application process/deadlines			
Progression towards Junior Writing Portfolio			
Career goals and aspirations			
Importance of quality feedback regarding course evaluations			
Required exit survey at the end of fourth year spring			
Application for graduation (process, deadlines)			
Application for graduate school			
Other			

Other	Yes	No	N/A
Student arrived to advising appointment on time			
Student arrived to advising appointment prepared			
Student advising notes have been reviewed and updated			

Advising Notes

Student Signature: _____ Advisor Signature: _____ Date: _____