## Before Advising Meeting

Create opportunity for students to make an appointment with you ([learn to create office hours in Starfish](https://www.newpaltz.edu/advising/starfish/starfish-for-faculty--advisors/)).

Email students to make them aware of your advisement availability and encourage them to sign up for a meeting as soon as possible.

* Spring advisement meetings should begin mid-October
* Fall advisement meetings should begin mid-March.
* Recommendation: have specific appointments/office hours for registration advising appointments.

## During Advising Meeting

Discuss current semester and how classes are going.

Consider and address relevant issues that arise in this discussion:

* Need to retake courses to ensure prerequisites are met?  Yes  No  N/A
* Need to retake courses to ensure degree requirements completed?  Yes  No  N/A
* Need to make referrals to campus resources? (e.g., Financial Aid Office, Center for Student Success, Office of Academic Advising, Psychological Counseling Center)?  Yes  No  N/A

Review progress report together to discuss current standing, review degree requirements, and address:

Number of credits completed out of required 120, including  how these credits will be completed.

Number of upper division credits needed, including  how these credits will be completed.

Taking a writing-intensive course,  whether it is part of the major, and  how it will be completed.

General Education requirements remaining, including  how these will be completed.

Major requirements, including  how they will be completed, and  prerequisites courses needed.

Transfer credits, including  are all on the progress report? and  are all articulated correctly?

Number of credits and  courses student wants to take, while considering  financial aid requirements.

Progress to degree, including  number of semesters left and  impact of course sequences/availability.

Whether summer/winter courses are an option.

Provide student with course registration recommendations based on above information.

Develop with the student a long-term plan for degree completion (can use semester-by-semester degree plan).

Prepare students to register by  clearing them in [my.newpaltz](http://www.my.newpaltz.edu/) and  confirming their time assignment

Ask students to check/address any holds that might prevent them from registering in [my.newpaltz](http://www.my.newpaltz.edu/).

Discuss longer term career/graduate school plans, including  referrals to colleagues, career center, etc.

## After Advising Meeting

Add a brief advising note to the student’s file in Starfish summarizing your meeting ([instructions](https://www.newpaltz.edu/media/advising/starfish/Starfish%20How%20To%20Create%20Note.pdf)).