## 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)).