1. DEVELOPMENTAL ELEMENTS AND GETTING TO KNOW THE STUDENT

☐ Adjustment to the University
☐ Do you live on campus? If so, do you get along with roommates?
☐ Do you commute? How are things at home?
☐ Have you joined any clubs, orgs, sports?
☐ How are you adjusting to life in college?
☐ Do you work?

2. ACADEMIC ADVISING TOOLS

☐ Review Academic Advising Syllabus
☐ Review Advising Website – model, types of appointments, resources, videos, workshops
☐ Review Catalog – General Education, Major – degree planner sheet
☐ CARR – provide a basic explanation of how to interpret this tool. Remind student to check at least twice a semester.
☐ Review Transfer Credit Report (if applicable) for AP, IB, or community college units
☐ Show student (briefly) their program (major) website
☐ If student has a declared major provide them with major advisor information (name, email, office location/hours)

3. ACADEMIC OBJECTIVES/GOALS

☐ Referring back to the advising syllabus, briefly discuss goals for the semester/year. Are they SMART (specific, measurable, achievable, relevant, and time bound)? Even 1-2 goals is a good start!
☐ If student is Undeclared/Exploring discuss the idea of taking an introductory course in that major, talking to Career Development Services, and having a conversation with a major advisor
☐ Provide the student with an advising folder to keep advising syllabus, advising notes, and tools
☐ Provide student with a Student Success brochure – encourage them to attend workshops.