

Professional Advisor Session: First Semester	
Topic Guide	
<i>Activity</i>	<i>Advisor covered (yes or no)</i>
Review advising syllabus, including advisor/advisee responsibilities	
<i>Discuss student's interests and abilities with regard to chosen major; discuss options, if appropriate</i>	
<i>Review core curriculum, program of study sheet, and degree map, including how they work together to create an educational plan and timeline</i>	
Show student how to access Degree Works and discuss information/features	
<i>Ask student to document his/her educational plan for first two semesters on the plan of study and bring it to the next advising session</i>	
Make Open Option students aware of resources for major exploration	
<i>Review student's academic progress, make student aware of campus resources to support academic success, and reflect on appropriateness of path (if appropriate)</i>	
Review impact of multiple major changes (need to do by 30 hours)	
<i>Aid in course selection for following semester</i>	
Review policies including drop/add, three withdrawal (last day to withdraw without academic penalty)	

Professional Advisor Session: Second Semester	
Topic Guide	
<i>Activity</i>	<i>Advisor covered (yes or no)</i>
Check student understanding and use of Degree Works	
Review core curriculum, program of study sheet, and degree map, including how they work together to create an educational plan and timeline. Demonstrate functionality of online POS if appropriate (review other advising tools as appropriate)	
Review student's academic progress	
Discuss follow-up meeting to review/complete Academic Success Plan (if appropriate)	
Review student's use of campus resources and discuss additional resources (if appropriate)	
Check student's plan of study and timeline for first two semester completeness and accuracy; discuss revisions (if appropriate)	
Ask student to have completed plan of study and timeline ready to submit at next advising session	
Evaluate student's short and long-term goals, including major, based on interests and abilities; discuss other options (if appropriate)	
Help student obtain academic planning resources for new major (if appropriate)	
Review impact of multiple major changes (if appropriate)	
Explain internal transfer process between degrees and campuses (handout from Vincent Prior) (if appropriate)	
Review policies including drop/add, three withdrawal (last day to withdraw without academic penalty)	

Professional Advisor Session: Third Semester	
Topic Guide	
<i>Activity</i>	<i>Advisor covered (yes or no)</i>
Review student's academic progress using appropriate technology and complete Academic Success Plan program sheet, if appropriate	
Review student's resource use and make additional recommendations, if appropriate	
Reevaluate student's short and long-term goals, including major, based on interests and abilities; discuss other options, if appropriate; help student obtain planning resources for new major, if appropriate	
Check student program of study and timeline for completeness and accuracy; discuss revisions, if appropriate	
Sign off on POS for 40-hour checkpoint (Assoc students)	
Check to see if student has applied to transition, if appropriate	
Discuss application to professional program, if appropriate	
Review impact of multiple major changes and/or no major declared by 40 earned hours (Open Option)	
Review policies including drop/add, three course attempts, withdrawal (last day to withdraw without academic penalty)	