



MSU Faculty Advisor's Checklist

(prepared by the Academic Advising Center)

Prepping for Advising

- ✓ Read the "**Advising**" chapter in the New Faculty Handbook and "Reminders for Advisors" flyer.
- ✓ Get to know the "**Advisor's Toolkit.**"
- ✓ Look over the "**Academic Advising Update.**"
- ✓ Scan the "**Spring 09 Registration Handbook.**"
- ✓ Peruse and bookmark "**My Info.**"
- ✓ Have ready access to **departmental curriculum sheets/checklists** and **Spring 09 Core Courses.**
- ✓ Arrange with department admin to get advisees' MSU **transcripts** in advance of appointments.

Scheduling for Advising

- ✓ Decide on 1) advising **time blocks** during pre-reg advising period and 2) **length of appointments.**
- ✓ Post an advising **sign-up sheet** with generous over-offering of appointment times.
- ✓ Make (or have department admin make) an **e-mail list** of your advisees.
- ✓ E-mail advisees, telling them: 1) advising is coming soon, 2) sign up for an appointment, 3) review major requirements, 4) look over Core courses in remaining categories, 5) rough out a schedule of classes, 6) jot down questions, and 7) sign up for two time slots if needed.

Note: Monitor your sign-up sheet closely, and cross out changes in availability.

Advising I: The Basics

- ✓ Ask how the student is doing in the **major.**
- ✓ Ask how **classes** are going (problems/developing interests?).
- ✓ Check status of student's **Core** (see transcript).
- ✓ **Advise for Core:** 1) Courses that connect with major? 2) Courses that fit interests?
- ✓ **Other** important areas to cover, as necessary:
 - **Math placement** (see **Math Flow Chart**, student test scores (My Info>Faculty Services>Student Menu>Student Test Scores))
 - **ENGL 121 exemption?** (ACT 27, SAT 640)
 - **University Seminar:** After first year, CLS 201 (30+ credits) or COM 110
 - **Fulfilling IN + CS** by taking two science courses from selected **list**
 - **Spanish?** (see **Modern Languages info**)

Advising II: Adding Value

- ✓ **MINORS** (Interest developing? See individual **department curricula** in catalog)
- ✓ **INTERNSHIPS** (Department coordinator? **Career Services internship info**)
- ✓ **NATIONAL STUDENT EXCHANGE** (Must have over 24 credits)
- ✓ **STUDY ABROAD** (Sophomore or above)
- ✓ **UNDERGRADUATE RESEARCH** (Departmental options, **Undergraduate Scholars Program**)
- ✓ **HONORS PROGRAM**
- ✓ **SCHOLARSHIPS AND AWARDS** (Departmental recommendations)
- ✓ **GRADUATE SCHOOL**
- ✓ **CAREER OPTIONS** (**Career Services**)
- ✓ **COUNSELING REFERRAL** (**Couns & Psych Svcs**)
- ✓ **NEW STUDENT SUPPORT** (**First-Year Initiative**)

Transfer Student Advising

- ✓ From **outside MSU** (see "**Transferring to MSU.**")
 - **Orientation**
 - **Option 1:** Individual appointments from April 21 on
 - **Option 2:** Transfer Orientation in August
 - Department gets **transfer credit evaluation** for advisor *or*
 - Student needs some form of **transcript and/or course descriptions.**
 - Advisor explains **how credits have transferred** for Core and departmental requirements.
 - **Department** has ultimate **authority** for allowing transferred courses to apply to degree requirements; not so for **Core equivalency.**
- ✓ From **within MSU**
 - Review **Core Progress.**
 - Review **major requirements** and determine **level** in degree program.
 - Discuss department-specific **advising/registration procedures.**

Help for Advisors

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