

Faculty Advising Checklist

1 Before the advising meeting

- Review Stetson University Catalog
- Become familiar with Degree Audit
- Become familiar with Registrar's Office resources and dates
- Shadow colleague(s) with advising experience
- Week prior
 - Set up advising campaign in SSC to set up advising appointments
 - Communicate my expectations with advisees
- Review advisees' Degree Audit prior to meeting
 - Contact Registrar's Office with any problems
- Review expectations for faculty advisors



Reminder!

Advising is an ongoing process!
Keep in touch with your advisees
throughout the year.

2 During the advising meeting

- Check in with advisees' well-being
- Discuss career and professional plans and goals
- Discuss academic issues and solutions
- Review advisees' four-year plan
- Review Degree Audit with advisees
- Review advisees' course selections and possible alternatives if necessary
- Encourage student to engage in High Impact Practices (HIPs)

3 Immediately after advising meeting

- Document notes in Degree Audit and SSC
- Contact the Registrar's Office about any changes needed to advisees' Degree Audit

4 Few weeks after advising meeting

- Follow up with advisees
- Ask advisees about outcomes of any short-term action steps to achieve career and professional goals
- Encourage advisees to inform me about any new developments

Questions?

Contact
Academic Success at
academic.advising@stetson.edu
or 386-822-7345

