

ADVISING CHECKLIST

Name: _____

Student # _____

The following items should be addressed during advising sessions:

First-Year Students (*check items as addressed*)

- The importance of the catalog as a guide (catalog.calvin.edu)
- Reading and understanding your Academic Progress in Workday
- Core requirements
- High school exemption vs. AP, CLEP, dual enrollment credit
- Add/Drop/Withdraw deadlines and procedures
- Tutor process (sign up after the first week of classes (calvin.edu/go/tutor))
- Build a four-year plan and discuss back-up options for closed courses
- Advance approval for transfer credit
- Discuss student/advisor responsibilities
- Know where to find other resources: Center for Student Success, Center for Counseling and Wellness, Career Center, Rhetoric Center, etc.

Sophomores (*27 earned credits*)

- Verify program(s) of study accurate in Workday
- Visit career coach to discuss your path to education and work happiness
- Review your academic progress and program(s) to ensure you will meet the 124-credit requirement for graduation (145 if pursuing two degrees)
- Talk about study abroad opportunities

Juniors (*58 earned credits*)

- Review your Academic Progress and program(s) to ensure you will meet the necessary graduation requirements.
- Input any program requirement substitutions
- Independent study/tutorial options, if necessary
- Discuss career and/or graduate school options
- Work with career coach to develop a professional presence and investigate job shadowing/internship opportunities

Seniors (*89 earned credits*)

- Review Academic Progress for any changes or errors
- Apply for completion in Workday by Jan. 31st and review graduation audit once received in email
- Prepare for employment or apply for graduate schools before deadlines
- Visit Career Center to explore job opportunities
- Attend Grad Salute for ordering cap & gown and commencement tickets