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