

Individual Advising Session Checklist

- Confirm with students that their program of study is correct. If a concentration is required, do they have one declared?**
 - If they plan to change majors, add/drop a minor or concentration, they will need to complete an electronic [Change of Major Form](#). The form is located in myEKU on the 'Big E Central' card under 'Student Records'.
- Discuss current semester courses and address any areas of concern. Look at fourth week progress reports and midterms grades in Advising 360.**
 - Is the student attending and participating in class (both virtual and in-person where applicable)?
 - Is the student utilizing the [Student Success Center](#), [campus tutoring centers](#), or [Noel Studio](#)?
 - Is the student completing assignments in a timely manner?
- Ask students if they have any AP credit, Dual Credit, or transfer work that is not showing on the Degree Works audit.**
 - Order transcripts through National Student Clearing House at www.getmytranscript.com.
 - Order AP scores from [College Board](#).
- Are they on track with the number of credit hours? Students should complete 15+ credit hours per semester, or 30 credit hours per year, to stay on track to graduate in 4 years.**
 - Recommend taking summer or winter courses to catch up or get ahead. Pell grants are available for summer courses (check Advising 360 for student eligibility).
- Review Degree Works audit for a list of degree requirements to discuss proposed courses for the next semester:**
 - Do they need to repeat any courses (check "Insufficient" courses in Degree Works)?
 - Reference Four-Year Curriculum Guides and other curriculum planners to aid in suggesting courses.
 - Prioritize academic readiness courses and Pre-College curriculum (if applicable).
- Check the Free Electives section in Degree Works for any possible courses that could be used to fulfill degree requirements.**
 - Look for major courses that are 8+ years old, transfer courses without direct equivalents that could be used as major electives, or possible course substitutions (ex: substitute PSY 309 for PSY 340). Enter exceptions for these courses under the Petitions tab on Degree Works.
- Enter list of courses into Degree Works planner. Mark the plan as 'Active' and 'Locked' before saving. This will trigger an automatic email to be sent to the student with their RAC number. Refer to [Colonel's Compass](#) for registration dates. Designated Populations (RAC numbers beginning with a '9') have priority registration.**
- Seniors (students who have *earned* 90+ credit hours) must apply for graduation to prevent a registration hold being placed on their account. Refer seniors to meet with [Ben Cook](#) for a graduation review (Roark 105A).**
- Review the course registration process with the student. New students and freshman may need additional help or a quick refresher. You may walk students through how to register for courses or refer to the [Registration Help page](#).**
- Check Advising 360 for any holds that might prevent registration. Refer student to the area that placed the hold for directions to have it removed.**
- Make a note of the advising session in Advising 360. Include a list of suggested courses and any other pertinent information.**

Advising Resources:

One-stop shop for all things advising: <https://oacs.eku.edu/advisor-resource-guide-and-faq>

Academic Testing	https://testing.eku.edu/academic-testing
Colonel's Compass	https://colonelscompass.eku.edu/
Counseling Center	https://counselingcenter.eku.edu
General Education Worksheet	https://success.eku.edu/register/GenEdWorksheet
Graduation Celebrations	https://www.eku.edu/registrar/commencement/
Major Change Form	https://success.eku.edu/register/chamaj
Override Request Form	https://success.eku.edu/portal/bigeadmit?tab=overrideReg
Academic and Career Services	https://oacs.eku.edu/
SAIT Form	https://sait.eku.edu
Student Success Center	https://successcenter.eku.edu/
Student Support Referral Form	https://success.eku.edu/register/studentreferralform
Summer Courses:	https://summer.eku.edu
Undergraduate Catalog	https://catalogs.eku.edu
Winter Courses:	https://winter.eku.edu