

Academic Advising

Faculty Resource

Appointment Checklist

General Information

	If student is undeclared, talk more with them about major options
	Inquire about how current classes are going – suggest course retakes as they apply
	Verify that the student is clear to register – do they have any holds?

Graduation Requirements

	Earn a minimum of 122 credits total
	Earn 45+ upper division credits (courses at the 300 level or higher)
	Earn a minimum cumulative <u>and</u> major GPA of 2.0
	At least 60 semester credits completed at Saint Mary's (transfer students)

Advising Notes

	Document courses discussed and recommended
	Document referrals to other offices/resources
	Document any other important information

Advising Considerations

	Courses to hold for study abroad – AE, ID160, LI, LCT375
	Students in the Honors Program - encourage them to also meet with an honors adviser
	Athletes – try to schedule morning classes when possible & labs in the offseason
	Financial – advise students to always check with the Financial Aid office before withdrawing from any course
	2 nd adviser – encourage students to also meet with their 2 nd adviser if they have one
	Feel free to contact the Student Success Center with any questions

Registration Dates

Seniors	
Juniors	
Sophomores	
Freshman	

Additional advising tools and resources are available at the Academic Advising website