

Continuing Student Advisement Checklist

General Information:

- Ensure that the classes selected meet requirements for the student's degree program.
 - Encourage use of the **online catalog** for understanding degree program requirements, in conjunction with the audit sheet.
 - Students who intend to **transfer** should be using electives to meet program requirements at the transfer institution, if known.
 - Students who intend to **change programs** can make an appointment with an advisor in Student Success and Advisement Services (room 215) or Counseling, Career and Transfer Services (room 216) to fill out the necessary paperwork and to discuss the requirements of the new program.
 - **Pre-requisites and co-requisites**– has student met pre-requisites and will s/he be meeting the co-requisites for intended courses?
- Be sure to **authorize the student for online registration** via myINFO and also to **sign a completed registration form** as a backup.
- If the student is entering the final semester, be sure the student has **applied to graduate** via myINFO.
 - Ask the student to contact you if there are discrepancies between the official **audit letter** received from Academic Records and your unofficial audit.

Academic Progress Issues:

- Check the student's progress to date in courses and academic status.
 - If the student is in any developmental courses, how are these going? If not going well, discuss impact on ratio, TAP, and limit of 24 developmental credit attempts.
 - Has the student been reported as Q or Z in any course(s)?
 - Does the student have any S- or U mid-semester performance indicators?
 - Have you discussed a backup plan if students fail to successfully complete any current-semester courses?
 - Is the student currently below academic standards for ratio or GPA?
 - Is the student on the stop list? If so, discuss steps that need to be taken. Note especially any stop items that will prevent registration.

Financial Aid Considerations:

- Consult the Financial Aid **TAP and SAP brochures** regarding maintenance of financial aid eligibility.
- In order to maintain financial aid eligibility, the student must be taking courses that meet requirements of the student's degree program.
- For **federal aid**, a student may retake a previously passed course once. This is **NOT** true for **TAP** – the course would have to be taken in addition to 12 credits of new coursework.

Transfer Issues:

- Students in A.S. and A.A. programs must complete at least **21 credits in at least 4 categories** of **SUNY GE** coursework.
- Does the student intend to transfer to a four-year college?
- Has the student attended a **transfer workshop** in room 216?
- Has the student investigated the requirements for transfer at colleges of interest (GPA, deadlines, coursework, etc.)?
- Does the student's chosen **math course(s)** for fulfilling degree requirements fit with transfer plans?

Special Issues:

- International Students** – If a student is an international student currently on an F-1 or other visa status, they must be in full-time status **and** in at least 9 credits of lecture (not online) courses. If in their final semester and do not need to be in a full-time course load, they should contact the Global Initiatives Office, room 230.
- Athletes** – should schedule all their classes early in the day to allow for early afternoon practices and games.
- FITN** – Up to three FITN credits may be used as unrestricted electives beyond a required FITN credit. Additional FITN credits taken will not count towards a degree.

Always remind student that he/she is ultimately responsible for fulfillment of program requirements. If a mistake is made, it is the student who suffers. Students should always double-check the advice given to them.