Review Intake Questionnaire
*Have student make adjustments if applicable (address, phone, major, etc)
*Discuss goals and if they are reasonable

Review student’s utilization of resources
*Ask student to talk about their current actions / behaviors, if applicable
*Discuss current student’s current actions / behaviors and if they are getting the student where they want to be, if applicable

Review Probation Student’s and Probation Advisor’s responsibilities

Review Obstacles to Academic Success Worksheet
*If applicable, make recommendations regarding resources using adviser solutions worksheet link

Review / discuss current registration and academic progress according to CATS or other agreed upon method
*Make suggestions with respect to registration

Review requirements for current major / liberal studies as per declaration on Intake Questionnaire
*Use Catalog
*Is this goal realistic?
*Begin laying ground work for registration recommendation next Advisor Meeting

Inform student that he/she will be receiving early feedback results regarding their coursework and that you will be discussing this information at future meetings
*Student will receive email when feedback is available

Schedule the next appointment (approximately one month from today)

Notes: