

## **DegreeWorks Advising Notes**

Last Updated January 12, 2009

Face-to-face meeting.  
Phone communication.  
Email or electronic communication.

Lifted advisor hold for the semester.  
Discussed student's course schedule for the upcoming semester.  
Discussed implications of dropping course(s).  
Reviewed midterm grades.  
Reviewed final grades.  
Reviewed student's DegreeWorks worksheet and progress toward degree completion.

Discussed major selection and/or assistance available to help student choose a major.  
Discussed process for gaining admission to the major.  
Discussed graduate school and/or career opportunities.

Encouraged student to complete Regents' exams.  
Encouraged student to complete US/GA History requirements.  
Encouraged student to complete senior exit requirement.

Signed student's add/drop form.  
Signed student's transient form.  
Signed student's graduation application.  
Signed student's transfer equivalency form,

Discussed academic standing and factors that contributed to current gpa.  
Discussed repeat policy.  
Counseled student to take limited number of hours in upcoming semester.

Referred student to Financial Aid.  
Referred student to Learning Center.  
Referred student to Counseling Center.  
Referred student to Career Center.  
Referred student to Registrar's Office.  
Referred student to Disability Services.

Student did not attend scheduled advising appointment.  
With student's permission, communicated with parent or guardian.