



Faculty Advising Checklist

To ensure that a student stays on track to finish their degree program in a timely manner, please fill out the following checklist and place it in the student's advisement folder.

Did you:

- Review the student's current SGC transcript
- Check to see if the student has any LS/CPC holds
- Review the student's schedule of courses
- Update the student's program map
- Review degree requirements with the student
- Fill out the Application for Graduation (if student is to graduate in the next semester)
- Discuss the importance of completing all Financial Aid paperwork before the Fall tuition deadline (July 27th for Fall 2012 classes)
- Remind the student to check Banner to verify their contact information
- Encourage the student to sign up for Connect-ED

Student Name: _____ ID: _____

Degree/Major: _____ Advisor: _____

Date: _____

Comments: