

### **Things to do in an advising appointment**

- Review their academic plan (make your advisees develop one for at least the next 2 semesters prior to their appointment).
- Ask them if they declared their major, minor, or made any changes since their last meeting with you.
- Develop or review their graduation checksheet.
- Ask them if they are ready to declare their Cluster.
- Check to see if any Intensives can be completed in their major.
- Double-check their RAN and make sure you give it to them.
- Make sure they are aware of their GPA, classification, etc.

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