

Upgrade Program- San Antonio Education Partnership

131 El Paso St., San Antonio TX 78204

www.upgradesatx.org | (210) 207-4563 | upgrade@saedpartnership.org

Name of Key Area	College Entry and Enrollment
Title	Maximizing Your Advising Session
Goal	The goal of this resource page is to provide students with tips on how to maximize their advising sessions with their academic advisors.
Advisor & Date	Elizabeth Velarde, Spring 2019

An important part of your academic success is having a strong partnership with your academic advisor. Meeting with your advisor frequently will help you ensure you are on track with your degree plan and can they help problem solve concerns that may come up. Academic advisors can have hundreds of students on their caseload; therefore, it is important that you make the best use of the time you have in an advising appointment.

Prepare for your advising session the same way you would a doctor's visit. Prepare a list of questions, concerns, etc. that you would like to discuss. See below for a list of example questions you might have.

Sample Questions:

1. Goals

- What are my academic/career goals?
- Will this degree/certification help me achieve my career/academic goals?

2. Transfer Planning

- Which courses will transfer to _____ degree at the university?
- Are there any other pre-requisites before transferring?

3. Selecting Class Load

- Are online classes a good fit for me?
- Of the classes I need, are there any available in the evenings?

4. Dropping a Course

- What is the last day to drop a class?
- How will dropping a class affect my financial aid?

5. Academic Holds

- Are there any holds on my account that will delay my ability to register for the next semester?

6. Career Planning

- Where can I look for internships?

7. School Resources

- What tutoring resources are offered on campus?
- Where can I get help writing my paper?

8. Graduation

- What is the deadline to apply for graduation?
- Am I ready to graduate? Have I met all of the requirements (courses, GPA, etc.)?

After creating your list of questions, take some time to organize your thoughts on paper. Page 2 provides a worksheet you can use to finalize your preparation for your next advising session.

Advising Appointment Planner

Advisor name:

Email:

Appointment Date/Time:



Dean College, (n.d.).

<p>Topics of discussion: Ask yourself, “What are the main topics that I need to talk about?”</p> <ul style="list-style-type: none">•••	<p>Notes: Write down anything that you may need to remember after your advising session.</p>
<p>Questions for my advisor: In this box write down the questions you brainstormed earlier.</p> <ol style="list-style-type: none">1.2.3.4.5.	
<p>Other Concerns: Any other concerns go in this box.</p> <ul style="list-style-type: none">••••	
<p>Next Steps: What did you and your advisor agreed on to be your next steps?</p> <ul style="list-style-type: none"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>	<p>Deadlines: By when do your next steps tasks need to be completed?</p> <ul style="list-style-type: none"><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/>

Adapted from:

- Dean College. (n.d.) Student Academic Advising. Retrieved from http://www.dean.edu/student_advising.aspx
- Hilbert College. (2018). Student Pre-Advisement Worksheet. Retrieved from https://www.hilbert.edu/docs/default-source/default-document-library/pre-advisement-checklist8835f21fbb19625aa66eff00001d0c7a.pdf?sfvrsn=c72c903f_0
- Manchester Community College. (n.d.). Academic Advising. Retrieved from <https://www.mccnh.edu/academics/advising>
- University of South Carolina. (n.d.). Pre-Advisement Checklist. Retrieved from https://www.sc.edu/about/offices_and_divisions/advising/advising_checklist/pre_advisement/index.php