

**I. Student Information**

First name:

Last name:

Preferred name:

Pronouns:

[!] Please be sure to confer with the student about the pronoun and preferred name to use when you may be speaking with persons outside the COA community (such as a parent or guardian).

Best mode of contact for Student:

 COA email Personal email COA mailbox Mobile phone

Mobile phone #: (     )     -

Personal email address:

**II. Background Information**

Collect any information that will assist you in getting to know your student on a personal level so you can better serve them. Some suggestions are to ask the student about: what they have been doing for the past two years; their preferred learning preferences; special interests/passions they have; what book(s) had the biggest impact on them; where they call home; academic strengths, concerns, needs; when their birthday is; and their expectations of you as an advisor:

Note below any special advising concerns or considerations you may have:



**c. Discuss study away / leave of absence:** Ask if the student is intending to do coursework outside of COA or is considering taking some time off. Any courses taken at a non-accredited institution should be approved by the registrar to ensure that credit will transfer. If your advisee is taking time off from college, be sure to get contact information from the student and keep in touch. Let them know of any implications a leave of absence may have on their financial aid or eligibility to receive expeditionary funds. A simple e-mail note, letter or phone call could be all that it takes to help them return and complete their degree.

**d. Summer Credit:** Ask if they intend to take summer credit(s) at COA or elsewhere. If so, they *must* check in with:

- Registrar: Summer registration is due the Friday before graduation. Late registrations will be assessed a \$100 late fee and no summer registration can happen after June 30. Summer term is billed on the new year’s tuition rate.
- Director of Financial Aid: Failure to consult with the Director of Financial Aid about summer credit could result in the loss of financial benefits for one or more terms in the following year.
- Director of Internships & Career Development: Must be notified prior to starting an internship.

#### IV. Advising Activities

<b>First Year</b>	<b>Must do:</b>
	<input type="checkbox"/> Discuss respective roles, responsibilities, and expectations for advisor and advisee <input type="checkbox"/> Meet with advisee every term and discuss potential classes, interests, and/or strengths <input type="checkbox"/> Check to make sure all first/second year requirements are met <input type="checkbox"/> Make sure advisee has at least one “passion” course in first two terms <input type="checkbox"/> Check for special learning needs or accommodations (report to Provost if any identified)
	<b>Good to do:</b>
	<input type="checkbox"/> Discuss what campus/community organizations, committees, and groups the student is affiliated with <input type="checkbox"/> Ask about community service intent or engagement <input type="checkbox"/> Read evaluations from the student’s courses and discuss if necessary
<b>Second Year</b>	<b>Must do:</b>
	<input type="checkbox"/> Discuss what campus/community organizations, committees, and groups the student is affiliated with <input type="checkbox"/> Ask about community service intent/engagement <input type="checkbox"/> Overview policies about independent study and residency (see advisor handbook for more information)
	<b>Good to do:</b>
	<input type="checkbox"/> Discuss off-campus study opportunities (international study, consortium placements, residencies, etc.) <input type="checkbox"/> Read evaluations from the student’s courses and discuss if necessary <input type="checkbox"/> Discuss internship ideas and possibilities (Some do as early as first or second summer of college)
<b>Third Year</b>	<b>Must do:</b>
	<input type="checkbox"/> Meet with advisee every term and discuss potential classes <input type="checkbox"/> Ask student about internship intent if not already discussed <input type="checkbox"/> Have advisee start writing their first draft of the Human Ecology Essay <input type="checkbox"/> Ask them what their ideas are about the senior project <input type="checkbox"/> Ask about community service intent/progress
	<input type="checkbox"/> Confirm completion of student’s Writing Portfolio (fall term, after earning 18 credits)
	<b>Good to do:</b>
	<input type="checkbox"/> Continue discussion about their post-graduate plans <input type="checkbox"/> Discuss independent study/residency options again

	<input type="checkbox"/> Read evaluations from advisee's courses and discuss if necessary
<b>Fourth Year</b>	<b>Must do:</b>
	<input type="checkbox"/> Have advisee write their Senior Project Proposal if not already done
	<input type="checkbox"/> Weigh pros/cons of 3-credit/term versus 1 or 2-cr/term SP
	<input type="checkbox"/> Have advisee finish their Human Ecology Essay and locate an additional reader
	<input type="checkbox"/> Overview community service requirement and ensure documentation with the Registrar
	<input type="checkbox"/> Complete the degree checklist for graduation (spring term)
	<b>Good to do:</b>
	<input type="checkbox"/> Review advisee's resume
	<input type="checkbox"/> Ensure that advisee completes the Exit Survey with the Director of Internships & Career Dev.
	<input type="checkbox"/> Obtain contact information for post-graduation
<input type="checkbox"/> Pre-write letter of recommendation for student and keep on file	
<input type="checkbox"/> Attend the graduation ceremony and senior project exhibit/presentation	

## V. Graduation Requirements

### General education requirements (completed in first or second year)

<i>Requirement</i>	<i>Course fulfilling requirement</i>
<input type="checkbox"/> Human Ecology Core Course	<i>HE1010 Human Ecology Core Course</i>
<input type="checkbox"/> Writing (WR)	
<input type="checkbox"/> History (HY)	
<input type="checkbox"/> Quantitative Reasoning / Math (QR)	

### Resource area requirements (completed by graduation)

<input type="checkbox"/> ES (COA faculty or approved adjunct A)
<input type="checkbox"/> ES (COA faculty or approved adjunct B)
<input type="checkbox"/> HS (COA faculty or approved adjunct A)
<input type="checkbox"/> HS (COA faculty or approved adjunct B)
<input type="checkbox"/> AD (COA faculty or approved adjunct A)
<input type="checkbox"/> AD <sub>S</sub> (COA faculty or approved adjunct B)

### Self-designed degree requirements (completed by graduation)

<input type="checkbox"/> Human Ecology Essay	
<input type="checkbox"/> Community Service (40 hours)	
<input type="checkbox"/> Internship <i>please indicate further</i> →	<input type="checkbox"/> Fulfilled through prior work experience
	<input type="checkbox"/> Non-credit option
	<input type="checkbox"/> For-credit option
<input type="checkbox"/> Writing Portfolio	
<input type="checkbox"/> Senior Project	

**Note: Keep current advisor transcripts with these documents.**