Advance Preparation Checklist

Things to track down before that first student shows up in your doorway.

- ❏ Log in to PAWS. Click "Faculty and Advisors". Click "Advisors Menu".
    - ❏ Click "Degree Audit Reporting System".
    - ❏ Using the E# from one of your advisees, run a degree audit.
    - ❏ Pull up the results. Click on the link for the "printer friendly version".
    - ❏ Look through the degree audit to become familiar with where you can find various types of information.
        - ❏ General order:
            - ❏ General Education Requirements
            - ❏ Major Requirements
            - ❏ Minor Requirements
            - ❏ Total Hours and Cumulative GPA
            - ❏ Specific hour requirements
                - ❏ Senior Institution
                - ❏ Upper Division
                - ❏ Residency
            - ❏ EWP
            - ❏ Foreign Language requirement
- ❏ Find the General Education course listing
    - ❏ Go to the EIU webpage.
    - ❏ At the top of the page, hover your mouse on the "Students" tab.
    - ❏ Click on the link for "Undergraduate Catalog".
    - ❏ On the left hand side, click on the link for "General Education"
- ❏ Familiarize yourself with the curricula for which you will be advising
    - ❏ The Undergrad Catalog lists them all.
    - ❏ The Undergrad Catalog provides the option to print a worksheet/checklist. VERY helpful.
    - ❏ Check the prerequisites, and make a cheat sheet for yourself with the course sequencing you need to remember.
- ❏ **Make sure you have the direct line phone number for your College certifying officer.**
- ❏ Advising Management App
    - ❏ Log in at https://www.eiu.edu/apps/advising/login.php
    - ❏ Click on one of your student's names, and look at the worksheet that comes up
    - ❏ Type a course prefix/number, and see how it populates courses for you.
    - ❏ If you want to type plain text in a box, type the text, then hit "Tab".

Surviving Your First Encounter with a Student Checklist

- ❏ Find out a little about the student
    - ❏ how many hours do they usually take each semester
    - ❏ outside class obligations which affect scheduling
        - ❏ work
        - ❏ RSOs
        - ❏ Commuting
        - ❏ Performance courses
- ❏ Log in to PAWS.
    - ❏ Go to "Faculty and Advisors", then "Student Information", then "Advisee Listing". One of the columns is for "Holds".
        - ❏ Ask the student if they have a hold.
        - ❏ **Check the Holds listing no matter what they tell you.**
    - ❏ Run a degree audit so you can see what requirements they still need to fulfill.
        - ❏ Check at the top of the Degree Audit what their catalog year is. Especially if the major requirements have changed recently, their degree requirements may be different from what you think they are.
- ❏ Log in to the Advising Management App and open the student's worksheet
- ❏ Discuss course choices with the student based on all the information you gathered in the previous steps.
    - ❏ Fill in the Advising Management App worksheet with your recommendations.
        - ❏ List alternative choices on the right-hand side under "Alternate Courses."
        - ❏ Verify EWP, Cultural Diversity, and Foreign Language requirements, and note in the respective spaces.
        - ❏ List any additional comments/advice/admonitions/etc. in the big box under the "Total Hours" box.
        - ❏ When the worksheet is complete, click on the box next to the PIN (on the right half-way down) to release the PIN to the student.
        - ❏ Scroll to the bottom left. Click the box to "email student", then click "Save."
    - ❏ A PDF of the worksheet will open. Print at least one copy to have the student sign for their paper file.
    - ❏ Explain (if they don't already know) that they have an email in their PantherMail from EIU Advising with a link to log in and download the worksheet.
- ❏ **Special Notes about Advising for Summer:**
    - ❏ ALWAYS ask them about their financial aid coverage for summer, and strongly encourage them to go ask someone in the Financial Aid office.
        - ❏ Many students do not qualify for summer aid, and many also do not know that.
    - ❏ Full-time (for Financial Aid status) for summer is 6 s.h.
    - ❏ NO OVERLOADS (more than 15 s.h.) are allowed for summer without an approved waiver.
        - ❏ This includes courses taken at other schools as well as courses taken at EIU -- the total number of hours taken cannot exceed 15 s.h. unless a waiver has been approved.
        - ❏ No student may take more than 18 s.h. during a summer term.

Long-Term Survival Tips

- ❏ Minors: Best advice in the short term is to have the student be advised by someone in the minor department. In the long run, as you become more familiar with the minors your students typically take, you will probably be able to advise them about the minor, as well.
- ❏ Electronic Writing Portfolio [EWP]:
    - ❏ Students must submit three documents.
    - ❏ Documents must come from three different courses
    - ❏ Students may submit two documents in one semester as long as they are from two different courses.
- ❏ Courseload
    - ❏ School year:
        - ❏ 12 s.h. is considered full time for financial aid purposes, scholarship requirements, etc.
        - ❏ BUT….graduating in 4 years is based on taking 15 s.h. each semester, on average.
        - ❏ Maximum load for a student in GOOD STANDING is 18 s.h.
        - ❏ With approved overload/waiver, they may take up to 21 s.h.
        - ❏ NOTE: if the student meets the GPA requires for overload, the Registrar's Office can increase their load limit without a waiver.
            - ❏ http://catalog.eiu.edu/content.php?catoid=16&navoid=372#acad_load
        - ❏ If the student does NOT meet GPA requirements for overload, an approved waiver will be necessary.
    - ❏ Summer:
        - ❏ 6 s.h. is considered full time for financial aid purposes, scholarship requirements, etc.
        - ❏ Maximum load without an approved waiver is 15 s.h.
        - ❏ All overloads for summer require an approved waiver
        - ❏ No student may take more than 18 s.h. during a summer term.