## Check-List for Advising First-Year Students

Below is a list of topics advisors should be sure to cover with first-year students. The list is general and by no means exhaustive.

- Does the student have all of the contract sponsor's contact information: email, office location, phone number, division phone number?
- Does the student have transfer, dual enrollment, or AA credit?
- How frequently do you expect to meet with the student, and what is the preferred channel: email, office hours, phone?
- ➤ Does the student expect to study abroad or pursue other off-campus study? Do they know who to speak to regarding the details -- from financial support to the implications for their program of study?
- A minimum contract is three units of educational activity. However, in order to graduate in four years with 31 units, students will need to complete 7 contracts averaging 4 satisfactory units each plus 3 ISPs, or, 8 contracts averaging 3.5 satisfactory units plus 3 ISPs. As a general rule, it is a good idea for first-year students to have a contract certification criteria of 3-out-of-4.
- ➤ What fields, topics, or interests might the student want to explore?
- Does the student need to get started immediately with their expected AOC, especially those (such as Chemistry) that are highly sequential?
- > Does the student have experience in a foreign language which they would like to continue? Are they interested in starting a new one? Are they aware of any required placement tests in order to determine the appropriate level?
- Does the student have a job or other commitment outside of school?
- What breadth of interests does the student have? How might they best take advantage of the range of course offerings, without over-specializing too early?
- ➤ Is the student interested in an internship or other experiential learning opportunity? Do they happen to have any previous experience they might like to continue, or are they interested in learning about new opportunities?
- Are there any campus clubs or social organizations the student would like to pursue?
- ➤ Does the student have any areas of concern (writing, quantitative skills, etc.)? If so, are they aware of the support offered by the ARC (the Quantitative Resource Center, the Language Resource Center, the Writing Resource Center, and Educational Technology Services) and Cook Library staff?
- Does the student understand the process of contract renegotiation?