Third-Year Advising Check-List

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

- ➤ Has the student considered an internship or other experiential opportunity? Is the student familiar with the resources of the Center for Career Education and Off Campus Studies?
- ➤ Has the student satisfied the LAC requirements?
- ➤ Where does the student stand with ISPs? How many have they done? Are they actively designing their next one?
- ➤ Is the student involved in any campus clubs or social organizations?
- ➤ 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?
- For most students, the fall of the third-year is their fifth contract at the college. This is the semester during which they must file their Provisional AOC Form [link]. This form requires the signature of two faculty members in the proposed AOC, and is due by 5:00pm on the first Friday of the second Mod. Students will not be able to register for their next contract until this form has been filed. For a description of the Provisional AOC Form, see the "Provisional AOC / Thesis Prospectus" section of the General Catalog [http://www.ncf.edu/general-catalog/provisional-aoc/thesis-prospectus] and the Faculty Handbook, Section 6.15.
- Most students will file their Thesis Prospectus / AOC Form in the spring of their third year. This form requires the signature of a faculty member who will serve as the student's thesis sponsor, as well as two other faculty members. Guidelines and requirements for the form are available at the "Provisional AOC / Thesis Prospectus" section of the General Catalog [http://www.ncf.edu/general-catalog/provisional-aoc/thesis-prospectus] and in the *Faculty Handbook*, Section 6.15.
- ➤ Over the next year, the student should make a dedicated effort to cultivate relationships with faculty, staff, and others for letters of recommendation. In addition to doing well in courses taught by the relevant faculty, it is also helpful for the student to communicate with faculty about post-graduation plans or interests including seeking their advice about possibilities.

۶	If the student intends to go to graduate school, do they know when and where to take any necessary standardized tests (GRE, MCAT, LSAT)? Are they prepared for the test?