

UST FIRST-YEAR ADVISING TIMELINE & LEARNING OUTCOMES

Student _____ UST ID _____ Major Interest(s) _____

FALL 2009

NOTES/OBSERVATIONS

Tuesday, September 8, 9:30 – 10:30 a.m.: Initial Group Meeting

- Introductions
- Review handouts:
 - Advisor/advisee roles and responsibilities
 - Academic Integrity Policy
- Provide contact information (i.e. office location/hours, email/phone) and preferred method of contact
- Discuss process for scheduling upcoming individual advising meeting

September ____: Individual Meeting

- Review student background: HS, test scores, etc. and fall semester schedule (Murphy Online)
- Inquire about experience/issues-to-date
- Discuss academic/career goals (i.e. study abroad)
- Offer any necessary referrals

Midterm Review

- Review midterm grade report via Murphy Online
- Check in with advisees who appear to be struggling academically

Thursday, November 5, 12:00 – 1:00 p.m.: Group Meeting

- Distribute 2008-2010 undergraduate catalogs and discuss:
 - Graduation/core curriculum requirements (p. 24)
 - Major/minor field options
 - Course descriptions/prerequisites
- Discuss process for scheduling upcoming individual advising meeting

November ____: Individual Meeting

- Release advising hold upon confirming student has accomplished the following learning outcomes:
 - Demonstrate an understanding of academic requirements
 - Successfully generate degree evaluation via Murphy Online
 - Make thoughtful academic decisions that appropriately align with interests, skills and goals

- Identify appropriate courses for J-term/spring semester that will:
 - Add value to liberal arts education
 - Support exploration of potential major(s)/minor(s)
 - Contribute toward degree completion

SPRING 2010

Midterm Review

- Review midterm grade report via Murphy Online
- Check in with advisees who appear to be struggling academically

Late March/Early April (soon after spring break)

- Send email reminding advisees to schedule individual appointments

April ____: Individual Meeting

- Release advising hold upon confirming student has accomplished the following learning outcomes:
 - Demonstrated an understanding of academic requirements
 - Successfully generate & interpret degree evaluation using Murphy Online
 - Make thoughtful academic decisions that appropriately align with interests, skills and goals
 - Identify appropriate courses for summer/fall semester that will:
 - Add value to liberal arts education
 - Support their exploration of potential major(s)/minor(s)
 - Contribute toward degree completion

Additional notes:

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