

## Academic Advising Checklist

*Use this resource to help you have a productive advising meeting.*

### **BEFORE starting the advising process and scheduling one-on-one meetings:**

- Review information and resources on the [Academic Advising](#) website.
- Review [FERPA confidentiality policies](#) and establish/reestablish strategies for maintaining confidentiality.
- Review current [University Bulletin](#), particularly “Academic Degrees and Programs” and the college/school programs for which you advise. If new *Bulletin* includes changes that would benefit your advisees, consider having Advisees move to the new *Bulletin*. (Students may choose ANY *Bulletin* in force/unexpired.)
- Review University Studies options that complement your program; review prerequisites for all courses in your program. (Prerequisites are listed in *Bulletin* course descriptions.)
- Communicate advising information to all advisees; provide link to scheduler for advising appointments or information on drop-in or by-appointment hours; post advising information; make sure that all advisees can be accommodated.
- Placement charts are found on [myGate](#), Teaching/Advising.

### **BEFORE each Advisee’s Academic Advising session:**

- Review Advisee’s RACR Degree Audit ([myGate](#), Teaching/Advising) for progress toward degree. Compare RACR to *Bulletin* for advisee’s year, making sure RACR is accurate. Compare advisee’s *Bulletin* to current *Bulletin* and consider whether it would be advantageous for advisee to move to new *Bulletin*. View [How to Read a RACR](#) training on [Registrar’s website](#).
- Check [Schedule of Classes](#): Know which courses are available in the coming term and be sure that you are not advising students to take courses that are not available or for which they have not met prerequisites. (Schedule of Classes also linked in [myGate](#) Teaching/Advising.)
- Check the [Starfish Student Success Network](#) for flags, midterm grades, and other activity. Starfish is accessed through myGate, teaching/advising tab or through Canvas.
  - View the [Preparing for a Productive Student Meeting](#) video

### **DURING each Academic Advising session:**

- Be kind and helpful, firm and clear, direct and professional.
- Remind students that they can find their Registration Status (date/time when their registration window opens) on myGate Academics tab.

- Use RACR to review progress toward degree. Be sure area, major, minor is/are declared, or discuss declaring. If an advisee needs to change area/major, be magnanimous, helpful, and kind in initiating the [Change of Major](#) process and developing a proactive plan both to make the change and to have student advised appropriately for current advising season. ***The change of major process requires the submission of an online change of major form. To learn more and access the form, visit [Change of Major on the Registrar's website](#).***
- Review GPA, academic standing, success network and more in the [Starfish Student Success Network](#) which can be accessed through myGate, teaching/advising tab or through Canvas.
- Use RACR, *Bulletin*, and advisee input to agree on a tentative class list. Recommended: use RACR “Notes” feature to record this list for your and your advisee’s reference. Copy note to Starfish notes for the student.
- Submit course recommendations using [myRegistration](#) accessed via myGate.
- Map out semester-by-semester plan. Check program website and with chair/coordinator for program-specific plans.
- Discuss strengths, weaknesses, and needs, and refer advisee to appropriate service providers.
- Discuss [internship](#), [study abroad](#), [career and professional planning](#), and refer advisee to appropriate service providers.
- [Career Services](#) has many resources to help with career planning, “what can I do with a major in” and more.
- If your advisee is considering taking classes through another institution, refer advisee to the [Transfer Center](#) website, “Find Courses that Transfer” link. They should also meet with [Financial Aid](#) if they are considering taking courses at another institution.
- Be sure advisee is keeping up with credit-hour and GPA requirements for tuition, loan, scholarship, housing, etc.
- Ask for help from your program coordinator, chair, dean, coordinator of academic advising, retention personnel, student support services.
- Refer advisee to the [Center for Student Engagement and Success](#) (retention) when you cannot help.
- ***“I can’t help you” MUST be followed by “but I can get you to someone who can.”***

**FOLLOWING each Advising Session:**

- Clear Advisor Hold (myGate, Teaching/Advising, Advisee Listing or search for each student). (Red Advisor Hold – click to release; if you see “yes,” someone else has Advisor Hold responsibility for this student – contact your Chair or Program Coordinator or the Registrar.)
- Send a follow-up email through Starfish or Racer email if you feel you need to reinforce any important information or action steps or you need to share additional information or answers to questions not addressed in the meeting.
- Make sure advisee has contact information should problems, questions arise between now and Advanced Scheduling.

**Questions? Contact**  
[msu.advising@murraystate.edu](mailto:msu.advising@murraystate.edu)