

## YOUR ACADEMIC ADVISING MEETING CHECKLIST

FIRST YEAR ADVISING	FALL	SPRING
Initial discussion of academic goals and plans		
Assess motivation and interest to pre-professional track		
Review student data on MyNevada		
Discuss academic course planning and scheduling		
Discuss course prerequisites for professional track		
Discuss extra-curricular opportunities		
Initial discussion of program review and selection		
Refer students to relevant websites, directories, etc....		
Refer students to campus resources and student support services		
Other:		
Other:		
Other:		
Schedule next appointment		
SECOND YEAR ADVISING	FALL	SPRING
Review and discuss academic progress to date		
Discuss any shifts in academic goals and plans		
Discuss academic course planning and scheduling		
Review course prerequisites for professional track		
Discuss extra-curricular opportunities		
Review list of prospective programs and colleges for application		
Discuss preparation for the exam		
Initial discussion of personal statement		
Discuss gathering of letters of recommendations (LORS)		
Other:		
Other:		
Schedule next appointment		
THIRD YEAR ADVISING	FALL	SPRING
Review and discuss academic progress to date		
Discuss any relevant academic and career related issues		
Discuss test preparation strategies and planning structure		
Discuss application preparation and important timelines/deadlines		
Review and finalization of personal statement		
Review and finalization of LORS		
Schedule time for one-on-one and/or group interview workshops		
Other:		
Other:		
Schedule next appointment		
FOURTH YEAR ADVISING	FALL	SPRING
Discuss any relevant academic and carer related issues		
Schedule time for one-on-one and/or group interview workshops		
Discuss secondaries or other opportunities		
Other:		
Other:		
Other:		