1) Why catalog year is so important:
   a. Catalogs expire every 7 years. If students are being advised on an expired catalog, when they come to clear for graduation, their records need to be updated to a newer catalog and they may be in danger of having to take more coursework. A student cannot be awarded a degree on a catalog that no longer exists. This causes havoc for all who are involved in the graduation process.
   b. If a student is still on a current catalog, do not assume he or she wants to be on a newer one. If things have changed (core, major requirements, minor requirements, etc.) between the catalog the student was on and a more recent catalog, it will cause issues for the student.

Best Practice #1 – When students come to you for advising, the first thing to do is to check that they are on a valid catalog and make sure that they have a declared major and minor before you begin the advising session. Please make sure that they are advised based on the catalog that is declared in the system. This will allow the session to run more smoothly. Students will leave less confused when their degree evaluation and the advising you provide for them are based on the catalog year they are following.

Note: *Please keep in mind that students may follow any catalog they desire, provided it is a valid catalog; however, they must be made aware that the requirements may change from catalog to catalog.*