PREPARING FOR SUMMER AND FALL 2017 ADVISING

1. Always check the catalog that the student is listed under prior to advising. Remember, not all catalogs are the same. If a question arises, you can access all catalogs at the following website: http://catalog.utep.edu/archive/
2. If core courses are unfulfilled, advise students to finish out their core, especially their Math and Sciences.
3. Remind students that their foreign language requirements should also be done early on as these courses could potentially delay their graduation.
4. If students are graduating soon, remind them that they will need the following to graduate:
    a. 120 hours
    b. 45 hours of upper division credit (unless the student is in the Fine Arts)
    c. 18 hours of block electives per block elective rule for their specific major
    d. ESOL 2303 if they are ESOL students – HINT: If you see other ESOL courses on their degree plan or in the system, then the student is on the ESOL track.
    e. 2.0 GPA's in their cumulative, major and minor G.P.A.'s
5. If you notice that a student has an incomplete, remind them that they need to complete the work by the due date set by the professor or the "I" will turn into an "F" and affect their GPA.
6. If you notice that a student has an "N" on their degree plan, please advise them to seek assistance with the department where the course is housed because this will also create issues.
7. After each session, don't forget to release the student's hold.
8. Alert students to other holds on their record that could prevent them from registering.
9. If you are going to be gone at any time during advising times, please ensure that you have a backup plan. Should you require assistance, please inform the C.L.A.S.S. Center office (as a courtesy) as our office has limited availability due to full calendars, workshops, events, orientations, etc. Thank you.

HAVE A GREAT REST OF THE SEMESTER AND HAPPY ADVISING!