

1 Discuss

- Academic and professional goals and aspirations
- Curriculum choice / Plan, SubPlan (AA/AS vs. AAS)
- Long-term educational plan

2 Explain

- CUNY Assessment Tests Results/"Q" Exemption
- Remedial Sequence (if needed)
- Admission Criteria Related to Chosen Major
- Pathways/ Opt Out (Readmits only)
- Graduation Requirements: 2.0 GPA/2 WI/60 or more credits

3 Review

- Student's Academic Standing (Good/Academic Warning/Probation)
- Minimum Course Grade Requirement Related to Chosen Major
- Course Repeat / Withdrawal Policies

4 Clarify

- Course Sequence: Prerequisites/Co-requisites
- Required Common Core, Flexible Common Core, Major Requirements
- Degree Audit (DegreeWorks)

5 Check

- Financial Aid: Pell (Federal) vs. TAP (State, F/T in Major)
- Satisfactory Academic Progress

6 Refer

Make appropriate referrals to campus/electronic resources:

- Tutoring/ Writing Center/Math Lab /Reading Lab
- Library
- Personal Counseling
- Disability Office
- Career Development/Transfer Services
- Single Stop
- Learning Commons
- Registrar
- CUNYFirst/CUNY Portal /DegreeWorks /OSSES
- Academic and/or Financial Aid Appeal

7 Follow Up

- Set up next advising appointment
- Monitor student academic progress