ADVISING SEQUENCE

BEFORE APPOINTMENT



- Check hours in the Advising Hub to see who is ready to graduate
- Check progress in Self-Service to see what courses the student has already completed and what courses they lack
- Use the Advising
 Hub to check in with
 advisees in a few
 weeks into the
 semester
- Check Alerts in the Advising Hub
- Check to see if the student has entered a Course Plan in the Advising Hub

DURING APPOINTMENT



- Review or create a Course Plan in Self-Service
- If the student needs help with registration, show the student how to register in Self-Service so next time they can do it on their own
- Click "Advisement Complete" button in Self-Service
- If reviewed Course Plan, click on "Review Complete" in Self-Service

AFTER APPOINTMENT



- Make a note in Self-Service that gives a brief summary of the appointment
- Approve Course
 Plan in Self-Service
 so the student can
 register
- Provide ongoing support and monitoring of student progress in the Advising Hub

