Woodbury University
Advising Session Record

Student’s Name _____________________________  Major/Concentration _____________________________

Advisor’s Name _____________________________  Date __________  Semester/Year __________ / __________

Check services that you provided your advisee:

General Academic Policies

___ Reviewed campus policies and issues as needed
(check those discussed):
☐ Course Repetition Procedure
☐ Declaring the Major & Concentration
☐ Drop/Add Regulations
☐ FERPA Regulations
☐ Graduation Check Procedures
☐ Graduation Requirements
☐ Registration Procedures
☐ Transfer Work Policy & Evaluation
___ Asked about any academic problems or concerns that need to be resolved

Course Scheduling

___ Identified scheduling problems or concerns
___ Explained how to use the schedule and how to register
___ Helped student select courses for next semester, including alternates
___ Verified that co/prerequisites for selected courses have been met
___ Verified that selected courses are open & available
___ Provided student a copy of the courses selected and any other pertinent items
___ Developed a plan for courses to be taken in subsequent semesters
___ Referred student to _____________________________
   for additional advising/consultation

General Education

___ Verified the appropriate catalog for GE requirements
___ Reviewed and updated the student’s GE & related requirements

Major/Concentration/Minor

___ Reviewed and updated the student’s major/concentration requirements
___ Provided concentration/minor approval form and instructions to secure approval of required department(s)
___ Discussed graduate school/career plans
___ Asked about career goals and whether additional information is needed

Student Support Services

___ Asked about any other problems that need to be resolved
___ Informed student of enhancement and support services on campus
(check those discussed):
☐ Career Services
☐ Computer Labs
☐ Counseling Center
☐ Health Services
☐ Learning Center
☐ Residential Life
☐ Student Activities
☐ Student Affairs
☐ Students with Disabilities/Human Resources

COMMENTS: