



Pre-Student Meeting

- ☐ Review student's DPR and transcripts. Determine what courses the student has remaining for their intended program.
- ☐ Consult appropriate ACAC liaison or department representative with any questions regarding substitutions.
- ☐ Prepare a tentative list of class options and pre-populate Schedule Builder (if appropriate/necessary).

During Student Meeting

- ☐ **Verify with student that the transcripts we have are up-to-date and we are starting with a complete record of their coursework.** If a student is missing current transcripts, they must be sent after current semester grades are posted. Ask them to identify what classes are missing from the transcript.
- ☐ Determine whether student will have a liberal arts Associates Degree Completed (AAS or AS) completed.
 - ☐ If yes, all portions of the General Education Program will be completed after we receive confirmation of the degree.
- ☐ Is the student an athlete?
 - ☐ If yes, make sure the student leaves with a full-time schedule and has appropriate practice breaks.
- ☐ Assess the confidence level of the declared major or level of undecidedness.

- ☐ **Declared Major Scale**

1	2	3	4	5	6	7	8	9	10
Not at all confident				Somewhat confident					Very Confident

- ☐ **Undecided Scale**

1	2	3	4	5	6	7	8	9	10
Completely unsure		General interests identified		Considering several options		Trying to choose between 2 or 3 majors			Decided, but not declared

- ☐ Complete a declaration form.
 - ☐ **Transfer students or Reentry students who have not attended UWSP for at least 3 semesters:** add yourself as the adviser of record using the Program Change Spreadsheet.
 - ☐ **Reentry students who has attended UWSP for more than 3 semesters:** Indicate in the notes that the student should be transitioned to a department adviser.
 - ☐ Update major/minor declarations, if needed, on the Program Change Spreadsheet.
- ☐ Identify what GPA the student is transferring and discuss GPA requirements for majors/minors/graduation.
- ☐ Discuss any program specific information the student will need to know immediately.
- ☐ Discuss course recommendations for the next term.
 - ☐ If a student plans to take a course from the UW Collaborative AAS program (UWX), the student will need to email Registrar@uwsp.edu to get an authorization code.
- ☐ If a student has 40+ credits completed, highlight Career Development Coordinator programming.
- ☐ Other topics that might be covered:
 - ☐ How are they feeling about transferring?
 - ☐ Commuting? Living on Campus?
 - ☐ Life commitments and amount of time available for school.

Post Student Meeting

- ☐ Immediately submit adviser addition and major/minor changes to Program Change Spreadsheet.
- ☐ Follow up on any questions that remain from your conversation with the student.