Student Planning - Tips on Providing an Online Review

Below are some suggested items for Advisors to consider in providing an online review to a student. Each student is unique and Advisors will adjust their process based on the student's particular situation.

When providing an online review of a student's plan, it is important to check if you have met with this student in the past and if you have any background information on the student's academic and non-academic circumstances. If you have a file on the student, that information can be brought into your review if possible. If you have no previous knowledge of the student, the review will be based only on the specific plan he or she has developed.

Things to consider in the review include the following items:

- Is there an assigned Advisor and if not, should the person be assigned to you? (Note if an advisor has seen a student multiple times.)

- What is the student's declared major? Is it what they talked about studying in previous meetings with you?   Does the upcoming term plan make sense given the previous courses and the major?

- What is the student's GPA, and Status? How many credit hours of F's do they have?

- Open the Student History Crystal Report to check dropped courses. Check appeals history and number of 1000 level courses. Are there any holds? Do they receive funding from any other sources? Address any issues that show up in this information.

- What are the courses and sections (if available) for the upcoming term(s) which the student has planned, timetabled or registered for? Does the course load make sense given the GPA and status? Does the schedule make sense given the location of courses? Does the workload make sense given your knowledge of the student's other commitments/jobs etc.?

- Look for repeated courses and 2000 level courses in first year and any other issues with the specific course selection. Are there any missing requisite courses or other error messages?

- How does the future plan flow from the previous and upcoming courses? Is the student following degree requirements?

- Take a look at the archived plans – how different or similar are they to the current plan? What kind of changes were made and is it clear why they were made?

- Take a look at the notes page – what communication previously took place in this format? (Clarify and confirm previous information in the notes as needed.) Does the student have any specific questions they want you to answer which are noted in the Notes page or in other communication/meetings you have had with the student? Address those questions.

- Write a note to the student briefly giving feedback on the plan. Notes need to be factual, based on the academic calendar. Notes will be seen by the student and all advisors and cannot be deleted. We will not be "approving" or "denying" plans, as the final decision on courses belongs to our students but we can offer information and support as well as point out any issues which we see. Invite the student to have further contact going forward as needed.