

## **First Ten Questions to Ask an Advisee**

1. What do you hope to do with your life?
2. Why did you choose to come to Pitt State?
3. What major or majors are you considering?
4. Why have you chosen (or why are you considering) this majors – simply to prepare for a career?
  - Do you really like that area of study?
  - Do you think it will lead to a high paying job/prestigious job?
5. Are there any special situations that we need to consider in planning your educational program?
  - Do you have a job?
  - Are you responsible for your family?
  - Do you have a disability?
  - Do you have military obligations?
6. What questions do you have about:
  - Pitt State?
  - your major?
  - requirements?
  - scheduling?
7. Where will you be living? What kinds of outside activities do you like (sports, music, theater, student government, literary, etc)?
8. Are you aware of the resources available to you (tutoring, counseling, career planning, study abroad, honors, financial)?
9. What, if anything, worries you about your college career? Do you have concerns about adjusting to the university?
10. How can I as your advisor help you most?
  - PSU policies
  - scheduling
  - career guidance
  - problems – personal, academic
  - information

**Student Information Sheet**

Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ PSU ID #: \_\_\_\_\_

Major & Emphasis: \_\_\_\_\_ Minor: \_\_\_\_\_

Please provide your goal(s) for your educational experience at PSU.

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Please list your expectations of your academic advisor.

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Please provide any information about your academic preparation and experiences you believe would be helpful to me as your advisor.

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Please identify any concerns or challenges you have that might impact your success at PSU.

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**Four Year Planning Sheet**

Student Name: \_\_\_\_\_ PSU ID #: \_\_\_\_\_

Major & Emphasis: \_\_\_\_\_ Minor: \_\_\_\_\_

Freshman Year

Fall Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spring Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sophomore Year

Fall Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spring Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Junior Year

Fall Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spring Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Senior Year

Fall Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spring Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Summer Semester

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Student is planning to study abroad. When? \_\_\_\_\_

\_\_\_\_\_ Student is planning to have at least one internship. When? \_\_\_\_\_

## Enrollment "Need" Categories Overview

These are "Need" categories that are listed on a student's audit. Reviewing these categories each semester will prevent deficiencies from becoming stumbling blocks to graduation.

You can find most of this information under the heading "Summary of Hours and Grade Points" below the current enrollment class schedule at the top of the audit. If any of these categories do not appear on the audit, then the student has met all the requirements for that "Need."

Student name \_\_\_\_\_ Date \_\_\_\_\_

"Need" Category	Credit Hours		
	Required Credit Hours	Have	Need
Writing to Learn Requirements	6	_____	_____
Minimum credit hours requirement for graduation (At least 124 credit hours are required for a degree, but some require more)	_____	_____	_____
Credit hours taken from PSU	30	_____	_____
Upper division credit hours 300-799 (Not community college)	45	_____	_____
Four-year college requirement (Credit hours taken from any four-year college including PSU)	60	_____	_____
Official Degree Check (Look for the credits completed immediately below the current enrollment class schedule. If it's time for the student's Official Degree Check, a red box at the bottom of the audit tells the student to apply for the Degree Check. The required 85 hours includes the completed credits plus current enrollment.)	85	_____	_____
Major (required credit hours vary by department and emphasis)	_____	_____	_____
GPA Required: _____ Have: _____			
Second Major (required credit hours vary)	_____	_____	_____
GPA Required: _____ Have: _____			
Minor (required credit hours vary)	_____	_____	_____
GPA Required: _____ Have: _____			
Second Minor (required credit hours vary)	_____	_____	_____
GPA Required: _____ Have: _____			

Reminder: Students can transfer only 6 semester hours of nonresident credit (distance courses or on-campus courses taken at another college or university) in their last 30 hours prior to graduation.

**Information not in this handbook that should be included:**

(Please send the information you think should be included to Heather at [heckstei@pittstate.edu](mailto:heckstei@pittstate.edu).)

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