



Appointment Checklist

You've scheduled your appointment! Here are a few things you and your advisor can do to make sure to get the most out of your UAC visit and advising experience. *Feel free to print this out!*

BEFORE YOUR APPOINTMENT:

- Write down some of your questions ahead of time. Set some goals for the appointment.
- Run a Degree Progress Report! These show what you have completed, and what's still needed towards the degree you've selected. Some great GPA calculations are also included!
- Exploring majors? Be sure to visit your Exploratory Pathways page and take Hawk Quest offered through the Career Center. Bring your results!
- Login to Enroll & Pay to see if you have any academic holds.
- If your appointment is about enrollment, go ahead and pick out some classes! It's great to take some ownership of your academics. classes.ku.edu
- If your appointment is about probation or completing a SAP appeal, come with all your documents.
- Check your email!** You never know if your advisor will have sent you something to check out before your appointment. It's always good to check your email multiple times a day.
- Set an appointment reminder for yourself. We like to use the whole time you've scheduled to meet!
- Think about how your current semester is going. How are your grades? Do you enjoy your classes? These are likely questions we will ask in your appointment.

DURING YOUR APPOINTMENT:

- Take notes!
- Ask questions!
- Be honest. We are here to help you navigate KU, your academics, and any challenges and triumphs while you are here. We can only help and celebrate with what we know about!
- Set up a follow-up appointment! Advisors like to check-in throughout the semester.
- Make sure you have your advisors contact information before you leave.

AFTER YOUR APPOINTMENT:

- Read the report your advisor left in your Jayhawk GPS portal. After every appointment your advisor leaves notes about resources, classes, and anything you may have chatted about!
- Follow-Up with all suggested resources!
- Check your email.** Because you should always be doing that right? We sometimes like to send follow-up information straight to your KU email. It's one of the most important ways that we communicate with you. *Pro-Tip: Make an "Advising/From my Advisor" folder in your email! That is a good way to stay organized.*



Summerfield Hall Room 315 – Check-in at the front desk!