



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!
- Check your Academic Notices.
- Login to your student center on 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.
- 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 note your advisor left in your myKU portal. Remember, these can be found in your My Progress page. 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.