



Advising Checklist

- 1** Meet with advisee each semester to review progress and create an academic plan.
 - A** Check progress in core, program, and minor (if applicable)
 - B** Review milestones
 - C** Confirm contact information (email and phone number)
 - D** Remove advising hold
- 2** Complete forms and remind of deadlines.
 - A** Submit graduation application (submit **one calendar year** before graduation)
 - B** Submit FAFSA and/or check with Financial Aid
 - C** Discuss Payment deadlines
- 3** Review Drop, Withdraw, Fail (DWF) report and contact students for next steps (i.e. tutoring, withdrawal dates, strategy for success).
 - A** At Midterm
 - B** After final grades posted
- 4** Check Beacon regularly for open alerts, then contact student(s) and lower alert once resolved.

Visit gsw.edu/Advising for more information and resources.

Transfer Advising Checklist (Initial Advising Contact)

- 1** Has the student submitted all their transcripts?
 - A** Check whether General Education requirements are complete (see Current UG Bulletin under University System of Georgia Core Curriculum).
 - B** Check the Transfer Articulation Database for potential course substitutions (see the dropdown RAIN menu at rain.gsw.edu).
 - C** Make sure the courses you recommend the student register for are not repeating courses the student has already taken. When in doubt, wait and do research.
- 2** Does the student have an Associate degree?
 - A** For Associate of Arts and Associate of Science (so-called transfer degrees) awarded by USG Institutions, General Education will be complete (this includes Nexus degrees).
 - B** For Associate of Arts and Associate of Science awarded by non-USG institutions, the student may not have all the required USG Core Curriculum fulfilled.
 - C** For Associate of Applied Science or other career Associate degrees, General Education will not be complete; however, some major content in these degrees may substitute for GSW major requirements.
- 3** Is the student transferring from outside the state of Georgia?
 - A** If transferring from a state other than Georgia, Georgia Legislative Requirements will not be fulfilled by POLS 1101, HIST 2111, HIST 2112, or their equivalents.
 - B** If transferring from a Georgia institution, public or private, be sure about whether the student has taken American Government or US History.
 - C** Advance Placement & CLEP credit for US History does not fulfill the Georgia History Legislative Requirement.
 - D** Have students who have not fulfilled one of the Georgia Legislative Requirements contact Associate Vice President for Academic Affairs to discuss their options. For more information, visit gsw.edu/GLR.