Student Meetings

First Year Students/Transfers/Internal College Transfers

Prior to the initial meeting, it is helpful to review the student’s transcript, class schedule, etc. In reviewing this information, pay careful attention to prior college credit (i.e. AP credit, dual credit, summer school credit, etc.) as it relates to UK Core and building the student’s schedule for the semester. During the initial meeting, it is helpful to ask questions that will give you hints about the student’s acclimation to campus (i.e. reasons for attending UK, roommate relationships, relationship building among peers, campus involvement, etc.). In addition to the questions about acclimation, it is important to focus on academic progress in course in the current semester. This will help guide the process for scheduling for future semesters, as well as exploring extracurricular activities such as Education Abroad, internships, National Student Exchange, etc.

Continuing Students

Prepare to meet the continuing student by reviewing past notes and academic records:
- Advising notes from past meeting(s) with student. These may be recorded in the SAP notes area or notes maintained in files.
- Long-range plans outlined previously; or, typical 4year plan for chosen major (if available)
- Unofficial student transcript in myUK portal
- Current APEX audit

Prepare to discuss the issues below with the student. These may be on-going discussion issues depending on the student and his or her needs. Prepare to continue discussion and explore new directions with the student.

- Academic performance –
  - Were all courses successfully completed?
  - How did student’s final performance compare to the self –report of progress and/or mid-term grades?
  - Did student’s performance result in Dean’s List or Probationary standing?
  - How will current grade point standing impact their potential for enrolling in major courses for next semester?
  - Has student achieved GPA for student’s chosen major?
  - Does student qualify for possible honors (Dean’s List or awards) or special activities as a result of current standing (such as, honor societies, awards
or recognitions in their major or organizations, internships, or study at other schools – National Student Exchange or Education Abroad)?

- Were any additional courses taken at another school? Have transcripts been received?
- Were any classes retaken?
  - If so, do they qualify for repeat option? Prepare to explain this option to the student
  - Is the retaken course a duplication of credit that does not qualify for repeat option. Prepare to explain how this will impact cumulative totals.

- **Major selection/Career directions**
  - Has the student made the expected progress toward entry to a major or toward graduation in a major since last meeting?
  - How has the student’s commitment to previously major direction changed or modified?
  - What career exploration activities has the student engaged in since the last meeting? This might include career testing or interest testing conducted, job shadowing, or informational interviews.
  - What other life experiences has the student had that may have reshaped or modified his/her long range plans?
  - What are the critical classes to be taken for the coming semester(s) for the selected major? Which courses are only offered once a year? Prepare to assist the student in developing a tentative long range plan based on research into which courses are offered limited terms.

- **Extracurricular directions**
  - What activities/organizations/ community service/leadership experiences/ jobs or internships has the student engaged in? What are some suggestions to share with him/her?

**Rising Seniors**

In addition to the issues above, prepare to assist rising seniors in finalizing the list of courses/requirements remaining for the degree and the semester or session in which they must take the classes needed.

- Discuss progress toward major internship or field experiences.
- Are they eligible to apply for a degree? Explain deadlines and procedures to students.
- **Commencement** - Prepare to explain policies regarding who may participate and how to register for ceremony participation or refer to the student’s college degree certification officer.

**Student Meetings**
Graduating Seniors
The main focus when meeting with graduating seniors is life after undergraduate education. Questions asked of students are geared toward the job search or application/process of enrolling in graduate/professional school. A few examples are:

- When do you plan to begin your job search? Have you established a timeline? What resources will you use? Who is currently in your network?
- Are you applying to graduate school? When are you scheduled to take the GRE/GMAT/etc.?
- Typically graduate programs require at least three recommendations, have you established relationships with people that can write you a strong letter?
- How prepared do you feel to begin a career? What do you think you will need to work on prior to graduating?