Advising Pre-Planning Worksheet

This is a worksheet for you to complete and use with your faculty or department advisor during your advising session. You should always refer to the policies and information outlined in the University Catalog to verify all degree and graduation requirements.

Name_____ SID_____ Date_____

Current degree type (BS, BA, BFA, BSN, BSW, BA Elem, BA Sec, BME, RBA)_____

Current major _____ Current catalog year_____

Current concentration (if applicable)_____

Current minor (if applicable)_____

Do you attend Full-time   or Part-time   ?   Anticipated graduation date_____

Do you intend to make any changes to the above information? Yes   No
If so, what changes?_____

Check these important areas before your advising appointment:

1.   Are there holds on your account?   Yes   No
You can check this information in RAIL under: Student, Student Records, View Holds.
If yes, what kind of hold and when do you expect to have it removed?_____

2.   Are you receiving financial aid? Yes   No
If yes, please check these areas to determine if you are in compliance with the Satisfactory Academic Progress policy:

- **Qualitative: Required Shepherd AND Cumulative GPA: Undergraduate = 2.0**
  Current Shepherd GPA: _____Current Cumulative GPA: _____

- **Quantitative: Required Completion Rate: Undergraduate = 70%**
  Total Passed Hours: _____ ÷ Total Attempted Hours:_____ = Completion Rate:_____%

- **Maximum Timeframe: Required timeframe for degree completion within 150%:**
  128 credit hours = 192 attempted hours;
  120 credit hours = 180 attempted hours;
  Second undergraduate degree = 60 attempted hours
       1st Baccalaureate Degree   2nd Baccalaureate Degree

Total number of credit hours required for degree objective: _____
Total number of attempted credit hours (including ALL transfer work): _____
Total number of additional attempted credit hours to achieve graduation: _____

If you are not in compliance in any of the above areas you may not be eligible for financial aid; you should contact the Financial Aid Office to determine your eligibility for aid. If you are denied aid you may have the option to appeal, you should contact the Office of Financial Aid for additional information. You may access the SAP appeal forms at http://www.shepherd.edu/faoweb/sat_acad_progress.html

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3.   Are you currently on an Academic Plan for Progress based on a previous Satisfactory Academic Progress appeal?
  Yes   No   If yes, you should bring a copy of that plan to your advising appointment.

Bring to your advising appointment:

● **this completed worksheet**   ● **a copy of your unofficial transcript**
● **a copy of your degree evaluation**   ● **a copy of your Academic Plan for Progress, if applicable**

Using the information in the class schedule, the catalog, and your degree evaluation, indicate your first choice and alternate courses below. If applicable, be sure to include remaining Core Curriculum coursework and any courses you may wish to repeat.

Primary course choices for the _____ semester:

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDITS	REPEAT (y/n)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Alternate courses if primary choices are not available:

CRN	SUBJECT/COURSE #	SEC	DAYS/ TIMES	CREDITS	REPEAT (y/n)
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Questions you should ask your advisor *(write in any other questions you want to ask below):*

Am I taking the right courses for my program and anticipated graduation date?

Are there any changes or opportunities in my program that I should be aware of?

Am I taking the appropriate electives? Are there course substitution possibilities for the electives I currently have?

Your priority registration day and time: to be obtained from faculty advisor