

## FIRST YEAR CHECKLIST - ADVISER

### Before the first meeting:

- Look at your new advisee's Documents in **IRIS** under Student Information.
- Check for Advanced Placement (**AP**) or International Baccalaureate (**IB**) credit under Exams/Placement
- In the **Letter to the Adviser** and the **Academic Advising Questionnaire**, note if there are areas of concern and whether the student has a strong sense of intended major
- Find a detail that can serve as a **conversation** starter: jobs, sports, hometown

### During the first meeting (at Orientation)

- Spend some time getting to know the **student** and telling them about yourself
- Discuss the role of the **adviser** and how you navigate that relationship
- Introduce the **Reed Curriculum**: distribution requirements, options for majors
- Humanities 110** – describe the value of this required, year-long course
- Ask which **placement exams** they took during orientation - should be in IRIS
- Ask if your advisee has a **major** in mind and to keep options open if undecided
- Discuss course selections for **fall and spring**, have options if courses are full
- Provide **SOLAR PIN** (found under Student Information in **IRIS**)
- Talk about course **prerequisites** and how to read a syllabus
- Explain how the **wait list** works (a signed add-drop form is required to add)
- Note that the Reed **website** is filled with information, like faculty profiles, office information, important deadlines, etc.
- Encourage taking **PE**, why it's required, PE 101 in the first quarter, PE 102 in the second quarter of fall.
- Direct them to **register** for their classes in the ETC or with a Griffin Guide
- Schedule next meeting (3 – 4 weeks)

### Four-week meeting (before the 6 week deadline to drop classes)

- Check on **progress**: "what has surprised you?" "what's your favorite thing to do outside of class?"
- Ask about **adjustment** to campus, study habits, support, health, sleep
- Direct them to **Resources**: Academic Support, Health & Counseling, tutoring
- Ask how they see the **Honor Principle**
- Describe Reed's **grading** policy, 4 and 8 week comments, students can ask you to see their grades or request a transcript
- Discuss future planning: **Study Abroad** programs and timing
- Deadlines**: reminder about dropping and withdrawing from a class
- Confirm next meeting in advance of November registration

### Eight-week meeting (around fall break)

- Review 8 week **comments** in IRIS
- If **struggling** in a class, student should talk to their instructor, meet with a tutor
- If **withdrawing** from a class be aware if student is international, a veteran, in a year-long course, receiving financial aid. Refer them to speak with relevant office staff.
- Be sure they can navigate **online tools**: IRIS, Class Schedule, eventually the degree audit tool "ATLAS."
- Consider how your advisee's areas of interest may be **changing** -what if you start in Biology and end up in Political Science?
- Explore the course catalog and plot possible **paths** through the curriculum.
- Discuss **future** planning: jobs, internships, visit Center for Life Beyond Reed
- Review if there are **transfer credits** (AP, IB) that can be applied towards the degree

### November meeting (for spring registration)

- Check on **progress** - "what are you most excited about, what are you most worried about?"
- Answer questions about **course formats**: conference, lab, lab-lecture, studio, year-long courses, cross-listed courses.
- Discuss the breadth and depth of the Reed **curriculum**, the accessibility of faculty, advisers, staff and services
- Encourage each student's **independence/responsibility** to create their Reed experience
- Review the role of other students, the **collaborative** campus community.
- Use the **Schedule Planner**, explore sample schedules, review new PE numbering and Community Engagement option
- Remind them to mark their calendars with add/drop/withdrawal **deadlines**
- Review spring course selections, then provide **SOLAR PIN**
- Schedule a January/February meeting after spring classes begin