

Advising Sessions – Guidelines

1. Ask if they brought their **DARS report and flowchart**.
2. Run a DARS report and print a flowchart, if they don't have them.
3. Ask for their "**DARS KSU course list**" and discuss grade trends, down or up (congratulate for upward trends) and trends of the average number of credits C of higher. Congratulate them for upward trends and help those with downward trends, or D-F grades every semester, to improve (see next item).
4. Review the **Study Guide** (with **Semester Time Load Chart**) and **Time Management Chart** with each.
5. Ask them if they understand the "DARS report," especially that the UGE section can be properly completed if they chose the correct courses in the H & SS section for their degree.

Always give them a copy of the **UGE worksheet** and on the back page circle the Humanities title and the Social Science title, stating they need one from each area, and write in the middle of the page, "6 hrs 300 or higher level." Make sure they understand **these courses must be taken at K-State**.

6. On their "**Flowchart**" have them circle the course boxes of you and they agree they should take and then mark yours for ref. in our folder.
7. Make sure suggested courses are offered in the fall semester.
8. Make sure to tell the student to **check the Final Exam Schedule** to see if there are any conflicts.
9. **Record comments** in the Engineering Flowchart & Advising System, for reference later.