

# Advising @SMU: *•From start to finish•*

Academic advisors help you define and achieve your academic goals at SMU and guide you toward graduation.

Academic advisors provide information about majors and help students explore their interests, consider alternative majors, select courses, develop a degree plan and meet degree requirements. Academic advisors connect students with academic and personal support programs, co-curricular opportunities and career options. The SMU advising experience is conducted throughout the student's academic journey. Process and expectations are defined along this path.

## Student expectations

- Submit required documents in New Student Checklist.
- Complete PACC: Pre-Advising Canvas Course.
- Schedule advising appointment and enroll in classes.
- Practice using tools such as Degree Planner, Schedule Builder and my.SMU tools such as Advanced Class Search.

### New students

## Advisor expectations

- Meet with students after completion of the PACC.
- Note any forthcoming test or transfer credit.
- Share my.SMU dashboard tools to enroll in classes.
- Teach students how to drop/swap a class once enrolled.
- Send follow-up email after advising appointment; and add advising notes to student record.

- Schedule appointments with academic advisor each term, and more if needed via Booking.SMU.
- Review Degree Progress Report.
- Enter course selections through major declaration in Degree Planner before enrollment.
- Process repeats until student has completed requirements necessary for major declaration.
- Meet with Peer Academic Leaders (PALs) for further assistance.

### Pre-major

- Conduct advising appointments to plan courses each term.
- Consult Degree Progress Report to verify degree progress and major declaration requirements.
- Remind student to update Degree Planner, including summer and intersession course enrollment.
- Send follow-up email after advising appointment; add advising notes to student record.
- Check Early Progress and Midterm Progress Reports and contact students as needed.

- Meet with academic advisor to plan courses and discuss internship/research opportunities at least once a year.
- Meet with Degree Counselor to verify degree progress at least once a year.
- Update Degree Planner with declared major requirements through graduation.
- Meet with Peer Academic Leaders (PALs) for further assistance.
- Process repeats until student has completed requirements necessary to apply for graduation.

### Declared major

- Review/verify completion of major, minor and Common Curriculum requirements.
- Once a year, meet to plan courses for next two terms and discuss internship/research opportunities.
- Remind student to make updates to Degree Planner, including summer and intersession course enrollment.
- Send follow-up email after advising appointment; and add advising notes to student record.

- Verify all requirements have been satisfied using the Degree Progress Report.
- Meet with Degree Counselor to confirm all requirements are satisfied.
- Prior to the start of the final term, complete Application for Candidacy to Graduate form.
- Follow school of record's directions for graduates.

### Apply for graduation

- Verify student has satisfied all degree requirements.
- Review Degree Progress Report with student.
- Verify completion of student's Application for Candidacy to Graduate.
- Verify student's final term grades.