

Mandatory Advising Program: Timeline and Procedures

Students are always encouraged to meet with their advisors any time they have questions or concerns regarding their academics or progress toward completion of their degree. There are points in every student’s academic career when they are required to meet with an advisor. **There are three Purposeful and Essential Advising Points** during which a student must meet with an advisor to continue attending classes at the University of Utah. In addition, transfer students are required to meet with an advisor prior to attending their first semester of classes.

Population	Timing	Advising Topic Summary	PeopleSoft Steps
NEW TRANSFER Any newly admitted transfer student who has never attended the U	Prior to first semester	<ul style="list-style-type: none"> • Discuss how major courses transfer to the U • Discuss how all other courses (General Ed, BS/BA, total hours, upper division hours) transfer to the U • Talk about schedule planning • Declare the student in major or pre/intermediate major status, as appropriate • Discuss resources and opportunities in their major department • Confirm attendance at transfer student orientation 	<ol style="list-style-type: none"> 1. Mark the Advisor Meeting Panel (Select “OrientTran” from list) <ul style="list-style-type: none"> • U of U Student Applications> Academic Advising Center> Use> Advisor Meetings-SA1094. Click (+) to add a row, if needed. Select “OrientTran” from the drop-down menu. . Click “Save.” Selecting “OrientTran” records the required meeting with an advisor. • To add notes, click the “Notes” button. Click “Save”.
FIRST YEAR MILESTONE ADVISING Any student admitted as a new freshman and who is in their first semester of enrollment at the U of U (summer starters are seen in the fall)	First semester fall & spring	<ul style="list-style-type: none"> • Explain the purpose of First Year Milestone Advising and other MAP points. <p><u>Learning Outcomes:</u></p> <ul style="list-style-type: none"> • Student can generate a Degree Audit • Student can interpret a Degree Audit • Student builds an appropriate class schedule • Department/Major Learning Outcome • Advisor Goal/Learning Outcome 	<ol style="list-style-type: none"> 1. Check eligibility Service indicators on any PeopleSoft Panel <ul style="list-style-type: none"> • Click the  and  to view. • Look for Reason: Freshman Priority Registration and/or Freshman Advising 2. Mark the Advisor Meeting Panel (Select “MAP Fresh” from list) Which Will Give Priority Registration <ul style="list-style-type: none"> • U of U Student Applications>Academic Advising Center> Use> Advisor Meetings-SA1094. Click (+) to add a row, if needed. Select “MAP Fresh” from the drop-down menu. Click “Save.” • By marking and saving the “MAP Fresh” meeting type, students who are eligible for priority registration for 1000 and 2000 level courses will automatically receive it. Remember to tell the student they have priority! • To add notes, click the “Notes” button. Make notes and mark the Learning Outcomes you covered. Click “OK”. Click “Save”. 3. Remove Negative Service Indicator (Hold)  <ul style="list-style-type: none"> • Campus Community> Service Indicators> Person> Manage Service Indicators. Click on “VMA”. Click “Release”. Click “OK”. 4. Check Freshman Appointment Assigned <ul style="list-style-type: none"> • Records and Enrollment> Term Processing> Appointments> Student Enrollment Appointment. Check for “0002.”

Population	Timing	Advising Topic Summary	PeopleSoft Steps
SECOND YEAR MILESTONE ADVISING Students with 2-3 prior terms of enrollment and 90 hours or less of completed coursework	Fall to spring semester of the student's second year	<u>Learning Outcomes:</u> <ul style="list-style-type: none"> • Student knows how to declare their major. • Student knows requirements for graduation. • Student begins to build an academic plan toward graduation. • Student knows how to get information about options and resources to enhance their undergraduate experience. • Student engages in at least one activity outside of the classroom that contributes to their development. 	<ol style="list-style-type: none"> 1. Check Service Indicators on any PeopleSoft Panel <ul style="list-style-type: none"> • Click the ★ and ⓧ to view. • Reason: Second Year Advising 2. Mark Advisor Meeting Panel (Select "MAP 2nd Yr" from list) <ul style="list-style-type: none"> • U of U Student Applications> Academic Advising Center> Use> Advisor Meetings-SA1094. Click (+) to add a row, if needed. Select "MAP 2nd Yr" from the drop-down menu. Click "Save." • To add notes, click the "Notes" button. Make notes and mark the Learning Outcomes you covered. Click "OK". Click "Save". 3. Remove Negative Service Indicator (Hold) ⓧ beginning in March <ul style="list-style-type: none"> • Campus Community> Service Indicators> Person> Manage Service Indicators. Click on "VMA". Click "Release". Click "OK". If students meet with advisors prior to March and the Advisor Meeting Panel is marked, the student will not receive a hold. 4. Declare students in their major (CIS employee tab)
UNDECLARED Students with 60+ credit hours and at least 2 prior terms of enrollment who are undeclared and have not yet declared a major or pre-major	Every spring semester after 60 credits earned until declared	<ul style="list-style-type: none"> • Discuss major exploration or declare student in chosen major (or pre/intermediate status as appropriate) • Explain degree requirements • Review General Ed, BS/BA, total hour, upper division hour, and GPA requirements and make recommendations related to their major • Discuss schedule planning and course approval (as necessary) • Discuss opportunities and resources in their major department • Discuss career/graduate school interface • Discuss internships, study abroad, and student exchange opportunities • Discuss when to apply for graduation 	<ol style="list-style-type: none"> 1. Check Service Indicators on any PeopleSoft Panel <ul style="list-style-type: none"> • Click the ⓧ to view. • Look for Reason: Undeclared Major Advising 2. Mark Advisor Meeting Panel. (Select "MAP Undecl" from list) <ul style="list-style-type: none"> • U of U Student Applications> Academic Advising Center> Use> Advisor Meetings-SA1094. Click (+) to add row, if needed. Select "MAP Undecl" from the drop-down menu. Click "Save." • To add notes, click the "Notes" button. Click "Save". 3. Remove Negative Service Indicator (Hold) ⓧ <ul style="list-style-type: none"> • Campus Community> Service Indicators> Person> Manage Service Indicators. Click on "VMA". Click "Release". Click "OK". 4. Declare students in their major