

## Academic Advising Considerations

1. Check your advisee's profile. Are all majors/minors/certificates accounted for?
2. Run a degree evaluation report and review
3. Check advisor notes, Mapworks notes, holds
4. Set meeting with advisee during the week of 10/31/16
5. Release the student's PIN in INB SPAAPIN (revisit Oct. newsletter for instructions)

### My advisee needs to add/drop a major/minor/certificate/advisor. What do I do?

Visit: [http://www.udmercy.edu/academicaffairs/fac\\_advising/forms/](http://www.udmercy.edu/academicaffairs/fac_advising/forms/) and print off the form. Fill out the necessary information and turn it in to the appropriate person in your college office.

Note: Program changes for a student that are submitted after census will not be reflected on