

- Review *Intake Questionnaire*
 - *Have student make adjustments if applicable (address, phone, major, etc)
 - *Discuss goals and if they are reasonable

- Review student's utilization of *resources*
 - *Ask student to talk about their current actions / behaviors, if applicable
 - *Discuss current student's current actions / behaviors and if they are getting the student where they want to be, if applicable

- Review Probation Student's and Probation Advisor's responsibilities

- Review *Obstacles to Academic Success Worksheet*
 - *If applicable, make recommendations regarding resources using adviser solutions worksheet link

- Review / discuss current registration and academic progress according to *CATS* or other agreed upon method
 - *Make suggestions with respect to registration

- Review requirements for current major / liberal studies as per declaration on *Intake Questionnaire*
 - *Use Catalog
 - *Is this goal realistic?
 - *Begin laying ground work for registration recommendation next Advisor Meeting

- Inform student that he/she will be receiving early feedback results regarding their coursework and that you will be discussing this information at future meetings
 - *Student will receive email when feedback is available

- Schedule the next appointment (approximately one month from today)

- Notes: