FIRST YEAR

Academic Advising and Administrative Tasks:

- Confirm major choice (typically by the middle of spring semester)
  - Utilize the Change of Major/Minor/Concentration form to declare or change majors, minors, or concentrations
  - Students who want to switch out of RSENR should meet with someone in the School/College they wish to transfer into

- Discuss plan for General Education Three Course Sequence—submit the form to add these courses to the CATS Report if ready (form available under RSENR Student Services/Academic Resources)

Student Support and Mentoring:

- Discussion of academic support services
  - Learning Co-Op (Tutoring, Learning Skills Program, Supplemental Instruction)
  - Writing Center
  - Math Help Sessions

- Discussion of other support resources
  - Rubenstein School Dean’s Office
  - Counseling and Psychiatric Services
  - Center for Health and Wellbeing
  - ACCESS
  - Women’s Center
  - LGBTQA Center
  - ALANA Student Center

Community Engagement:

- 4 Year Plan for Career Success—discuss the First Year Plan (Learn About Yourself) and select items to pursue:

- Volunteer on campus or in the local community. Join a student club or organization.

- Start thinking about study abroad—talk to Anna Smiles-Becker, visit OIE website
☐ Explore Office of Experiential Learning website. Start thinking about summer plans (volunteer, internships, research jobs)—make an appointment with Anna Smiles-Becker.

☐ Consider applying to be an RSENR Steward or SAB member. Consider applying to the Honors College. (Spring semester)

Additional Notes:
SOPHOMORE YEAR

Academic Advising and Administrative Tasks:

- Review CATS Report
  - Utilize the Change of Major/Minor/Concentration form to declare or change majors, minors, or concentrations
  - Submit any necessary substitutions that have been approved using the CATS Exception Form. Apply for Core or General Education substitutions if necessary. (Forms available under RSENR Student Services/Academic Resources.)

- General Education Three Course Sequence—submit the form to add these courses to the CATS Report (form available under RSENR Student Services/Academic Resources)

Student Support and Mentoring:

- Make connections with assigned faculty advisor, and build connections to other faculty in program and areas of interest.
- Get feedback on a draft resume (utilize the RSENR Stewards, Career & Experience Hub or Anna Smiles-Becker)
- Consider applying for national scholarships/fellowships. Contact the Fellowships Office for advising.
- Take advantage of RSENR Stewards, Grad Mentoring Program, or faculty and staff to discuss future plans like graduate school or careers.
- Discuss academic performance and resources available to ensure achievement of desired level of academic excellence
  - Learning Co-Op (Tutoring, Learning Skills Program, Supplemental Instruction)
  - Writing Center
  - Math Help Sessions

- Discussion of other support resources
  - Rubenstein School Dean’s Office
  - Counseling and Psychiatric Services
  - Center for Health and Wellbeing
  - ACCESS
  - Women’s Center
  - LGBTQA Center
  - ALANA Student Center
**Community Engagement:**

- **4 Year Plan for Career Success**—discuss the *Sophomore Year Plan (Experience)* and select items to pursue:
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- Specific plans for study abroad--[OIE website](#). Consider a [Faculty Led Program Abroad](#) for Winter or Spring Break.

- Refer to [Office of Experiential Learning](#) website and make an appointment with Anna Smiles-Becker. Academic year and/or summer plans should include one or more of the following: service learning courses, internships, research, volunteer experience, relevant jobs. Consider applying for a [Rubenstein School Perennial Summer Internship](#).

**Additional Notes:**
JUNIOR YEAR

Academic Advising and Administrative Tasks:

☐ Review CATS Report

- Utilize the Change of Major/Minor/Concentration form to declare or change minors or concentrations—*If major requires a concentration, be sure it is declared.*
- Submit any necessary substitutions that have been approved using the CATS Exception Form. Apply for Core or General Education substitutions if necessary. (Forms available under RSENR Student Services/Academic Resources.)
- Make sure General Education Three Course Sequence has been declared—submit the form to add these courses to the CATS Report (form available under RSENR Student Services/Academic Resources)
- Make sure major specific advisor approved courses (e.g. PRT Professional Electives, FOR concentration, internship credit for ENSC concentration) have been added to the CATS Report using a CATS Exception Form.

☐ Plan out remaining courses to ensure timely completion of graduation requirements.

- Fill out Senior Records Check form. Turn in to Marcia Caldwell, 314 Aiken. (Form available in Marcia’s office)

Student Support and Mentoring:

☐ Make connections with assigned faculty advisor, and build connections to other faculty in program and areas of interest.

☐ Consider applying for national scholarships/fellowships. Contact the Fellowships Office for advising.

☐ Discuss academic performance and resources available to ensure achievement of desired level of academic excellence

☐ Take advantage of RSENR Stewards, Grad Mentoring Program, or faculty and staff to discuss future plans like graduate school or careers.

☐ Discuss post-graduation options: potential career paths, graduate/professional schools, service (e.g. AmeriCorps, Peace Corps). Identify, courses, skills, experiences or other requirements (e.g. standardized exams like the GRE or LSAT) needed for potential pathways.
Community Engagement:

☐ 4 Year Plan for Career Success—discuss the Junior Year Plan (Focus) and select items to pursue:

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☐ Specific plans for study abroad--OIE website. Consider a Faculty Led Program Abroad for Winter or Spring Break.

☐ Refer to Office of Experiential Learning website and make an appointment with Anna Smiles-Becker. Academic year and/or summer plans should include one or more of the following: service learning courses, internships, research, volunteer experience, relevant jobs. Consider applying for a Rubenstein School Perennial Summer Internship.

Additional Notes:
SENIOR YEAR

Academic Advising and Administrative Tasks:

☐ Review CATS Report

- Utilize the Change of Major/Minor/Concentration form to declare or change minors or concentrations—**If major requires a concentration, be sure it is declared.**
- Submit any necessary substitutions that have been approved using the CATS Exception Form. Apply for Core or General Education substitutions if necessary. (Forms available under RSENR Student Services/Academic Resources.)
- Make sure General Education Three Course Sequence has been declared—submit the form to add these courses to the CATS Report (form available under RSENR Student Services/Academic Resources)
- Make sure major specific advisor approved courses (e.g. PRT Professional Electives, FOR concentration, internship credit for ENSC concentration) have been added to the CATS Report using a CATS Exception Form.

☐ Fill out Senior Records Check form and turn in to Marcia Caldwell, 314 Aiken, **BY THE START OF SECOND TO LAST SEMESTER** (no later than September for May graduation).

Student Support and Mentoring:

☐ Discuss letters of recommendation and references with faculty advisor and other faculty mentors.

☐ Consider applying for national scholarships/fellowships. Contact the Fellowships Office for advising.

☐ Discuss plans for post-graduation options: job opportunities, graduate/professional schools, service (e.g. AmeriCorps, Peace Corps). Identify, courses, skills, experiences or other requirements (e.g. standardized exams like the GRE or LSAT) needed for potential pathways.

Community Engagement:

☐ [4 Year Plan for Career Success](#)—discuss the Senior Year Plan (Launch) and select items to pursue:

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☐ Refer to Office of Experiential Learning website and make an appointment with Anna Smiles-Becker. Work on honing resume, practice interviewing, get assistance with job search or other post-graduation plans.

Additional Notes: