***THE FOLLOWING DOCUMENTS ARE AVAILABLE IN PDF WITH LINKS ON THE RSENR STUDENT SERVICES WEBSITE UNDER “Advising Resources and Academic Planning”***

**RSENR Four Year Advising Checklist**

Student Name:

Advisor:

Expected Graduation Date:

**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](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* 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](https://www.uvm.edu/rsenr/forms/three-course-sequence)—submit the form to add these courses to the degree audit if ready (form available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services))

***Student Support and Mentoring:***

🞏 Discussion of academic support services

* [Tutoring Center](https://www.uvm.edu/academicsuccess/tutoring_center) (Tutoring, Study Skills Program, Supplemental Instruction)
* [Writing Center](http://www.uvm.edu/wid/writingcenter/)
* [Math Help Sessions](http://www.uvm.edu/~cems/mathstat/?Page=classes/help-sessions.php&SM=classes/_classesmenu.html)

🞏 Discussion of other support resources

* [Rubenstein School Dean’s Office](https://www.uvm.edu/rsenr/student_services)
* [Counseling and Psychiatric Services](https://www.uvm.edu/health/CAPS)
* [Center for Health and Wellbeing](https://www.uvm.edu/health/CAPS)
* [Student Accessibility Services](https://www.uvm.edu/academicsuccess/student_accessibility_services)
* [Women’s Center](http://www.uvm.edu/~women/)
* [Prism Center](https://www.uvm.edu/prism)
* [The Mosaic Center for Students of Color](https://www.uvm.edu/mcsc/)

***Community Engagement:***

🞏 [4 Year Plan for Career Success](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—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](http://www.uvm.edu/oie/)

🞏 Explore [Office of Experiential Learning](http://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) 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:***

Student Name: Click here to enter text.

Advisor: Click here to enter text.

Expected Graduation Date: Click here to enter text.

**SOPHOMORE YEAR**

***Academic Advising and Administrative Tasks:***

Review DegreeWorks Audit

* Utilize the [Change of Major/Minor/Concentration form](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* Work with your advisor to submit any necessary substitutions that have been approved using the [DegreeWorks Exception Form](https://www.uvm.edu/rsenr/forms/exception-form). Apply for Core or General Education substitutions if necessary. (Forms available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services).)

[General Education Three Course Sequence](https://www.uvm.edu/rsenr/forms/three-course-sequence)—submit the form to add these courses to the DegreeWorks Audit.

***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](https://www.uvm.edu/honorscollege/undergraduate_research). 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

* [Tutoring Center](https://www.uvm.edu/academicsuccess/tutoring_center) (Tutoring, Study Skills Program, Supplemental Instruction)
* [Writing Center](http://www.uvm.edu/wid/writingcenter/)
* [Math Help Sessions](http://www.uvm.edu/~cems/mathstat/?Page=classes/help-sessions.php&SM=classes/_classesmenu.html)

Discussion of other support resources

* [Rubenstein School Dean’s Office](https://www.uvm.edu/rsenr/student_services)
* [Counseling and Psychiatric Services](https://www.uvm.edu/health/CAPS)
* [Center for Health and Wellbeing](https://www.uvm.edu/health/CAPS)
* [Student Accessibility Services](https://www.uvm.edu/academicsuccess/student_accessibility_services)
* [Women’s Center](http://www.uvm.edu/~women/)
* [Prism Center](https://www.uvm.edu/prism)
* [The Mosaic Center for Students of Color](https://www.uvm.edu/mcsc/)

***Community Engagement:***

[4 Year Plan for Career Success](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—discuss the **Sophomore Year Plan (Learn About Yourself)** and select items to pursue:

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Specific plans for study abroad--[OIE website](http://www.uvm.edu/oie/). Consider a [Faculty Led Program Abroad](https://www.uvm.edu/oie/programs) for Winter or Spring Break.

Refer to [Office of Experiential Learning](https://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) 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](https://www.uvm.edu/rsenr/rubenstein_school_perennial_summer_internship_program).

***Additional Notes:***

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Student Name: Click here to enter text.

Advisor: Click here to enter text.

Expected Graduation Date: Click here to enter text.

**JUNIOR YEAR**

***Academic Advising and Administrative Tasks:***

Review Degreeworks Audit

* Utilize the [Change of Major/Minor/Concentration form](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* Submit any necessary substitutions that have been approved using the [DegreeWorks Exception Form](https://www.uvm.edu/rsenr/forms/exception-form). Apply for Core or General Education substitutions if necessary. (Forms available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services).)
* Make sure [General Education Three Course Sequence](https://www.uvm.edu/rsenr/forms/three-course-sequence) has been declared—submit the form to add these courses to the DegreeWorks audit.
* Make sure major specific advisor approved courses (e.g. PRT Professional Electives, FOR concentration, internship credit for ENSC concentration) have been added to the DegreeWorks audit using an [Exception Form](https://www.uvm.edu/rsenr/forms/exception-form).

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

* Meet with your advisor and submit the [**Senior Records Check**](https://www.uvm.edu/rsenr/forms/intent-graduate-junior-records-check-form) form

***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](https://www.uvm.edu/honorscollege/undergraduate_research). 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](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—discuss the **Junior Year Plan (Focus)** and select items to pursue:

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Specific plans for study abroad--[OIE website](http://www.uvm.edu/oie/). Consider a [Faculty Led Program Abroad](https://www.uvm.edu/oie/programs) for Winter or Spring Break.

Refer to [Office of Experiential Learning](https://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) 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](https://www.uvm.edu/rsenr/rubenstein_school_perennial_summer_internship_program).

***Additional Notes:***

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Student Name: Click here to enter text.

Advisor: Click here to enter text.

Expected Graduation Date: Click here to enter text.

**SENIOR YEAR**

***Academic Advising and Administrative Tasks:***

Review DegreeWorks audit

* Utilize the [Change of Major/Minor/Concentration form](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* Submit any necessary substitutions that have been approved using the [DegreeWorks Exception Form](https://www.uvm.edu/rsenr/forms/exception-form). Apply for Core or General Education substitutions if necessary. (Forms available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services).)
* Make sure [General Education Three Course Sequence](https://www.uvm.edu/rsenr/forms/three-course-sequence) has been declared—submit the form to add these courses to the DegreeWorks audit.
* Make sure major specific advisor approved courses (e.g. PRT Professional Electives, FOR concentration, internship credit for ENSC concentration) have been added to the DegreeWorks audit using an [Exception Form](https://www.uvm.edu/rsenr/forms/exception-form).

**Meet with your advisor and submit the** [**Senior Records Check**](https://www.uvm.edu/rsenr/forms/intent-graduate-junior-records-check-form) **form 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](https://www.uvm.edu/honorscollege/undergraduate_research). 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](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—discuss the **Senior Year Plan (Launch)** and select items to pursue:

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Refer to [Office of Experiential Learning](https://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) 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:***

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