

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](#) 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](#)—submit the form to add these courses to the degree audit if ready (form available under [RSENR Student Services/Academic Resources](#))

Student Support and Mentoring:

- Discussion of academic support services
 - [Tutoring Center](#) (Tutoring, Study 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](#)
 - [Student Accessibility Services](#)
 - [Women’s Center](#)
 - [Prism Center](#)
 - [The Mosaic Center for Students of Color](#)

Community Engagement:

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

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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:

Student Name: [Click here to enter text.](#)

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SOPHOMORE YEAR

Academic Advising and Administrative Tasks:

- Review DegreeWorks Audit
 - Utilize the [Change of Major/Minor/Concentration form](#) 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](#). Apply for Core or General Education substitutions if necessary. (Forms available under [RSEN Student Services/Academic Resources](#).)
- [General Education 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 RSEN Stewards, Career & Experience Hub or Anna Smiles-Becker)
- Consider applying for [national scholarships/fellowships](#). Contact the Fellowships Office for advising.
- Take advantage of RSEN 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](#) (Tutoring, Study 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](#)
 - [Student Accessibility Services](#)
 - [Women’s Center](#)
 - [Prism Center](#)
 - [The Mosaic Center for Students of Color](#)

Community Engagement:

[4 Year Plan for Career Success](#)—discuss the **Sophomore Year Plan (Learn About Yourself)** 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:

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JUNIOR YEAR

Academic Advising and Administrative Tasks:

- Review DegreeWorks Audit
 - Utilize the [Change of Major/Minor/Concentration form](#) 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](#). Apply for Core or General Education substitutions if necessary. (Forms available under [RSEN Student Services/Academic Resources](#).)
 - Make sure [General Education 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](#).
- Plan out remaining courses to ensure timely completion of graduation requirements.
 - Meet with your advisor and submit the [Senior Records Check](#) 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](#). Contact the Fellowships Office for advising.
- Discuss academic performance and resources available to ensure achievement of desired level of academic excellence
- Take advantage of RSEN 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:

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SENIOR YEAR

Academic Advising and Administrative Tasks:

- Review DegreeWorks audit
 - Utilize the [Change of Major/Minor/Concentration form](#) 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](#). Apply for Core or General Education substitutions if necessary. (Forms available under [RSEN Student Services/Academic Resources](#).)
 - Make sure [General Education 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](#).

Meet with your advisor and submit the [Senior Records Check 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](#). 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:

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