MAKE THE MOST OF YOUR ADVISING MEETING

VISIT HTTPS://CALS.ARIZONA.EDU/FCS/STUDENT_SERVICES FOR MORE INFO!

1. DETERMINE THE RIGHT MEETING TYPE
   - Drop-ins are for quicker 5-10 minute questions.
   - Appointments are best for longer questions like grad planning, study abroad planning, academic success strategies, and personal exploration regarding majors, minors, graduate school or careers.

2. SCHEDULE YOUR APPOINTMENT ONLINE
   - Visit https://ua-trellis.force.com/uastudent/s to schedule your appointment or view drop-in hours.

3. BEFORE YOUR MEETING
   - Review your academic advising report
   - Review UA dates and deadlines
   - Come prepared with a catalog checklist and/or questions written down
   - Bring advising materials from previous meetings
   - Cancel at least 24 hours in advance if you cannot attend

4. DURING YOUR MEETING
   - Arrive on time
   - Turn off or silence cell phone
   - Be open with your advisor about how things are going academically and personally
   - Ask questions and take notes

5. AFTER YOUR MEETING
   - Keep an advising folder with information & materials from all advising meetings
   - Complete necessary follow up steps that your advisor recommended
   - Seek out resources and opportunities discussed in your appointment
   - If something is unclear afterwards, send follow up questions via email or attend drop-in hours

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