

# MAKE THE MOST OF YOUR ADVISING MEETING

VISIT

[HTTPS://CAL.S.ARIZONA.EDU/FCS/STUDENT\\_SERVICES](https://cals.arizona.edu/fcs/student_services)  
FOR MORE INFO!

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## 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.

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## SCHEDULE YOUR APPOINTMENT ONLINE

- Visit <https://ua-trellis.force.com/uastudent/s/> to schedule your appointment or view drop-in hours

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## 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

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## 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

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## 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