



Undergraduate Advising

Resources For Students

Appointment Checklist ✓

Getting Ready



	Find an advisor at www.advising.wisc.edu
	Determine how to schedule an appointment
	Contact the advisor <i>at least</i> a week beforehand
	Create a reminder (phone/calendar/post-it note)

Research



	Check if you have Holds or To-dos <i>in Student Center</i>
	Make a list of questions, concerns, ideas, etc.
	Brainstorm your academic, career, & life goals
	Check on your registration deadlines

Items to bring



	Student ID
	Current DARS Report <i>in Student Center</i> & transcript
	Pen/Pencil & Paper (Tip: Keep an "Advising Folder")
	Current resume, cover letter, portfolio <i>if applicable</i>

Appointment Time



	Please call if you need to cancel or reschedule
	Arrive 5-10 minutes early
	TURN OFF your cell phone and listen carefully
	Ask questions, and <i>take notes</i>

Follow-up



	Get a business card or contact info (if needed)
	Follow-up on referrals, research, decisions, etc.
	Mark your calendar for your next appointment
	Thank your advisor @ www.advising.wisc.edu