Faculty Mentor Worksheet

Student: ______________________ ID: ______________________ Expected graduation: ______________________

Degree: BA  BS  Honors Program? Yes  No  Major / Minor / Certificate reviewed: ______________________

Faculty Mentor Instructions:

1. List all currently enrolled and remaining program requirements for the above major, minor, or certificate.

2. Include course name and number, semester to be taken, credit hours, and necessary grade (if applicable).

3. Keep a copy for your records. Return the original copy to the student.

4. Answer the following three questions:

   a. Has the student completed all of the courses needed for the reviewed program?
      YES  NO

   b. If the student completes all of the courses listed, will she/he have completed all of the program requirements?
      YES  NO

   c. Does the student currently have the minimum GPA required for this program?
      YES  NO

5. Sign below.

Core requirements will be reviewed by the A&S advisor.

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<th>Currently Enrolled</th>
<th>Credits</th>
<th>Necessary Grade</th>
<th>Completed</th>
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<th>Remaining Required</th>
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<th>Credits</th>
<th>Necessary Grade</th>
<th>Registered</th>
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| 495 Senior Residency (Major Only) | | | |
| 0 | | | |

Notes / special requirements: ________________________________________________________________

Faculty Mentor Signature __________________________________________   Date ____________________
FACULTY MENTOR WORKSHEET
INSTRUCTIONS FOR STUDENTS

A&S students must complete and submit a final year curriculum plan for each major, minor, and certificate. The Faculty Mentor worksheet should include remaining courses and requirements for graduation and must be completed and signed by your faculty mentor.

MEET WITH YOUR FACULTY MENTOR(S)
- Obtain a copy of the Faculty Mentor Worksheet for each major, minor, certificate, and Honors, if applicable.
- Make arrangements to meet with each faculty mentor. Plan to meet with your faculty mentor(s) in a timely manner. *Do not wait until the last moment.*
- Students will **NOT** obtain a Registration PIN from their academic advisor without submitting the completed, signed worksheet(s). If you think you have completed the course work for the major, minor, or certificate you must submit a signed worksheet to confirm that requirements have been met.
- You can find the name(s) of your mentor(s) in Banner Self-Service:
  1. Select *Student Records*;
  2. Select *Student Information*;
  3. Select *Go to All Advisor Listing*

DISCUSS THE FOLLOWING WITH YOUR FACULTY MENTOR(S):
- Graduation Requirements - course requirements listed on the Faculty Mentor Worksheet
  It is important that you understand all of the requirements and recommendations listed.

- For the remaining courses to complete, ask your Mentor(s) to specify if:
  1. the course is only offered in the Spring or Fall term
  2. you must earn a minimum grade for the course.

- Suggestions on final courses. Ask for course suggestions based on your plans to:
  1. Attend Graduate or Professional School to study ________________.
  2. Search for a career after graduation in ________________.

- If you think you may not complete/pass a current course, how may this impact your future academic plans (re-take course, alternative course; program GPA, etc.)?

MEET WITH YOUR ACADEMIC ADVISOR
- Try to allow enough time to meet with your faculty mentor(s) BEFORE you meet with your academic advisor. Do **not** wait until the last moment to make arrangements to meet with your faculty mentor or your academic advisor.
- Bring **ALL** of your completed and signed Faculty Mentor Worksheets to your advising appointment.
- If you do not turn in all the completed and signed Faculty Mentor Worksheet(s), you will not obtain your Registration PIN.