

## Faculty Mentor Worksheet

*Please see reverse side for student instructions.*

Student: \_\_\_\_\_ ID: \_\_\_\_\_ Expected graduation: \_\_\_\_\_

Major / Minor being reviewed: \_\_\_\_\_ Concentration: \_\_\_\_\_  
*(circle one)*

Degree: BA BS Current Semester: \_\_\_\_\_ Mentor Name: \_\_\_\_\_  
*(circle one)*

### Mentor Instructions

In the box to the right, please list courses in which the student is currently enrolled that will fill a requirement for the major or minor listed above.

In the box below, please list the remaining requirements to be met. If applicable, you may recommend specific courses or options for this student to meet each requirement. Core requirements will be reviewed by the A&S advisor on a separate document.

Currently Enrolled courses that fill a major/minor requirement	Credits	Necessary Grade	Grade Earned

Remaining Program Requirements <small>(not necessarily a specific course, ex. "Area 2 req.," or "3000 level elective")</small>	Optional: specific recommendations or options to meet this requirement <small>(ex., BIOL 3260 or PSY 3210)</small>	FA SP SUM	Credits	Necessary Grade	Registered	Grade Earned
Notes / substitutions / GPA concerns:				<b>TOTAL</b> credits remaining		

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Faculty Mentor Signature \_\_\_\_\_

Date \_\_\_\_\_

**Advisors will NOT release the "Meet with Advisor" registration hold until the completed and signed worksheets are submitted.**

## Faculty Mentor Worksheet Instructions for Students

A&S students must complete and submit a Final Year Curriculum Plan for each major and minor prior to their last two semesters. Students in the Honors program should also complete a worksheet for their Honors requirements. **Advisors will NOT release the “Meet with Advisor” registration hold unless the completed and signed worksheets are submitted.**

**1. MEET WITH YOUR FACULTY MENTOR(S)** *before you meet with your Academic Advisor for pre-registration. Schedule this appointment as soon as possible!*

- Obtain/print a copy of the Faculty Mentor Worksheet for each major, minor, and Honors, if applicable. Complete the top section of the form.
- Meet with your faculty mentor(s) in a timely manner - do not wait until the last minute. You can find the name(s) of your mentor(s) in Banner Self-Service: Select *Student Records*, then select *Student Information*, then *Go to All Advisor Listing*. Use People Finder to locate contact information.
  - Discuss your plans for graduate school or career goals. Course recommendations should be in line with these goals.
  - Be sure you understand all of the requirements and recommendations that your mentor lists on the form.
  - Discuss whether you should take the recommended courses in the fall, spring, or summer semester.
  - Discuss your grades within the major or minor. You must have a 2.0 GPA in your major and minor courses in order to graduate.
- Let your Academic Advisor know if you are having difficulty scheduling an appointment with your mentor(s).

**2. MEET WITH YOUR ACADEMIC ADVISOR** *for pre-registration.*

- 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), your advisor will not release the advising registration hold.