

## Graduate Advisee/Advisor Check List

Advisor \_\_\_\_\_

Advisee \_\_\_\_\_

\_\_\_ Become familiar with the information, policies and resources available through Graduate School

<http://www.wku.edu/graduate/>

\_\_\_ Attend all orientation and professional development sessions offered by the Department of Public Health and Graduate School (and the Office of International Programs for international students)

<http://www.wku.edu/publichealth/index.php>

<http://www.wku.edu/iso/>

\_\_\_ File Program of Study form to Graduate School within the first semester (or up to 12 credit hours) of coursework (inclusive of transfer credit). Discuss with student that any changes to original Program of Study must be filed to Graduate School through a course change form.

\_\_\_ Maintain at least a 3.0 GPA

\_\_\_ Discuss any conditional admission requirements (must be completed before filing Program of Study)

\_\_\_ Check transcript each semester for progress toward graduation and to address any holds

\_\_\_ Discuss career interest

\_\_\_ Discuss additional credentialing opportunities: certificates, CHES, MCHES.....

\_\_\_ Discuss Capstone or Thesis options

\_\_\_ Discuss Internship options

\_\_\_ Discuss Core Exam

\_\_\_ Discuss application for graduation (formally Form D) after 18 hours

\_\_\_ Graduate Assistant eligibility: Complete application online, email to office associate.

\_\_\_ Remind student to complete the advising survey available at:

[https://wku.co1.qualtrics.com/SE/?SID=SV\\_5BX2u63VVgzu01T](https://wku.co1.qualtrics.com/SE/?SID=SV_5BX2u63VVgzu01T)

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