

## Public Health Undergraduate Advisor Check List

Advisor \_\_\_\_\_

Advisee \_\_\_\_\_

\_\_\_ Become familiar with the information, policies and resources related to General Education Requirements

[http://www.wku.edu/advising/general\\_education\\_requirements.php](http://www.wku.edu/advising/general_education_requirements.php)

\_\_\_ Become familiar with the information and policies contained within the Undergraduate Catalog published by the Office of the Registrar

<http://www.wku.edu/advising/wku-undergraduate-catalog.php>

\_\_\_ Review the current semester registration guide from the Office of the Registrar to know important dates relating to registration

\_\_\_ Review current iCAP (Interactive Curriculum & Academic Progress) with the student

\_\_\_ Ensure the student is maintaining the minimum 2.0 GPA required by WKU as well as the 2.3 minimum GPA required by the Public Health Department

\_\_\_ Check progress toward graduation each semester and discuss with the student

\_\_\_ Discuss career interest

\_\_\_ Discuss Internship options

\_\_\_ Discuss application for graduation (available on Topnet) once 90 credit hours have been earned

\_\_\_ Lift the advising hold for registration once you have met with student

\_\_\_ Enter advising comments in Topnet for the student (The notes section below can be used for this information until it can be entered)

\_\_\_ 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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