

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

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

Notes
