

Advising Checklist Due Monday, February 5, 2018

Name _____ Contact Number (phone) _____

Your SUNY Canton email _____ Academic Advisor _____

KNOW YOUR ADVISOR:

The goal of completing this checklist is so that you establish a relationship with your academic advisor. Your advisor can assist you with academic planning (pre-scheduling) as well as advice and guidance on achieving academic success at college. It is important that you know who your advisor is and how to contact them.

To find your advisor, login to your *UCanWeb* account and select *Student Menu>Student Records>Find Your Advisor*. Office locations and email addresses of advisors can be found at www.canton.edu> *Quick Links> Faculty/Staff Directory*.

STEP 1: This is a fillable PDF form. Respond to each question by typing in your answer in the box provided.

1. What do you believe are the reasons that led to your poor grades last semester?
2. What do you plan to do differently this time?
3. What campus resources and support services do you plan on using to improve your grades or study habits (*note: the college provides online tutoring and 24x7 library research help*)?
4. As an online student, how do you plan to manage your time?

STEP 2:

- Save a copy of this form (File>Save As>.pdf) and email it as an attachment to your Academic Advisor's SUNY Canton email address.
- Copy livingsj@canton.edu

STEP 3:

- Academic Advisor Signature
- Return completed form to: Janet Livingston, MacArthur Hall 604

If you have any questions, please email livingsj@canton.edu or call 315-386-7425