

Advising Checklist Due Friday, September 7, 2018 - Noon

Name _____ Contact number (phone) _____

Your SUNY Canton email _____ Intervention level ____ Academic Advisor _____

TO THE STUDENT: Your Academic Advisor can assist you with academic planning as well as advice and guidance on achieving academic success at college. It is therefore critical for you, as a student on Academic Recovery, to meet with your Advisor and discuss ways and strategies to improve your academic standing.

STEP 1: Meet with your Academic Advisor and complete ALL of the questions listed on this form. *Note:* Your Academic Advisor is listed on UCanWeb. 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*. If your Academic Advisor is not available during his/her **posted office hours**, you may go to your **School Dean's Office** to ask them to help you complete this form.

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?
4. When is the next time your Advisor wants to see you? (Mid-term grades are available **Tuesday, October 16**)

STEP 2: Thank your Advisor and ask for a signature: *Academic Advisor Signature* _____

STEP 3: Return this completed form to: Janet Livingston, MacArthur Hall 604

DUE FRIDAY, September 7, 2018 – by 12 Noon

Incomplete or late forms will not be accepted

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QUESTIONS ON?

- Academic Recovery: <http://www.canton.edu/recovery/>
- Your UCanWeb account: <http://www.canton.edu/registrar/>
- Your SUNY Canton email: <http://www.canton.edu/it/>

SCHOOL DEAN'S OFFICES

- School of Science, Health & Criminal Justice, Cook Hall 125, phone: 315-386-7401
- Canino School of Engineering Technology, Nevaldine North 105, phone: 315-386-7411
- School of Business & Liberal Arts, MacArthur Hall 414, phone: 315-386-7328

ACADEMIC SUPPORT SERVICES

Library Learning Commons

- <http://www.canton.edu/library/>
- <http://www.canton.edu/tutoring/>

Advising Center & First Year Programs

- http://www.canton.edu/advising_center/