

# Advising Checklist Due Friday, February 10, 2023.

Name \_\_\_\_\_

Best way to contact you? Phone / E-mail (circle)

Your SUNY Canton email \_\_\_\_\_

Cell Phone Number \_\_\_\_\_

For Academic Recovery - Your Intervention Level: High or Low (circle)

Academic Advisor \_\_\_\_\_

Academic Recovery Mentor \_\_\_\_\_

**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](http://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. How would you like things to be different?
3. How might you go about making this change; what might be a good first step?
4. What campus resources and support services do you plan on using to improve your grades or study habits?
5. What obstacles do you foresee and how might you deal with them?
6. When is the next time your Advisor would like to see you? (Mid-term grades are available **March 21, 2023**)

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

## QUESTIONS ON?

Academic Recovery: <http://www.canton.edu/recovery/>  
Phone: 315-386-7425  
E-mail: [AcademicRecovery@canton.edu](mailto:AcademicRecovery@canton.edu)

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, E-mail: [shcj@canton.edu](mailto:shcj@canton.edu)
- **Canino School of Engineering Technology**, Nevaldine North 105  
Phone: 315-386-7411, E-mail: [csoet@canton.edu](mailto:csoet@canton.edu)
- **School of Business & Liberal Arts**, MacArthur Hall 414  
Phone: 315-386-7328, E-mail: [sbla@canton.edu](mailto:sbla@canton.edu)

## ACADEMIC SUPPORT SERVICES

### Learning Commons:

- Library:
  - <http://www.canton.edu/library/>  
Phone: 315-386-7228; E-mail: [learningcommons@canton.edu](mailto:learningcommons@canton.edu)
- Tutoring Services:
  - <http://www.canton.edu/tutoring/>  
Phone: 315-386-7879; E-mail: [tutoring@canton.edu](mailto:tutoring@canton.edu)

### Advising Center & First Year Programs:

- [http://www.canton.edu/advising\\_center/](http://www.canton.edu/advising_center/)  
Phone: 315-379-3954; E-mail: [advising@canton.edu](mailto:advising@canton.edu)