

CEHSP Advising Meeting Overview

Advising Styles and Flexibility

Choose the advising style that meets your needs and the needs of the students

- Individual meetings
- Group sessions
- Virtual advising
- Appointment slots

Meeting Preparation

- ☐ Review the student's record on [APLUS](#) or through the Advisor Center on MyU.
- ☐ Check the student's record to see if there are holds on their record through [APLUS](#) or the [Reporting Center](#)
- ☐ Review the student's APAS for requirements that have been met or still need to be met.

Meeting Talking Points

- ☐ Welcome the student and ask how you can help them. Have the student lead the conversation. Ask follow-up questions as necessary to help gauge how you can assist the student.
- ☐ The direction of the conversation and meeting depends on the needs of the student. Here are some resources that you can share and explore with the student:
 - [Academic Resources](#)
 - [Student Success Resources](#)

The following is specific to registration-focused meetings:

- ☐ Have the student open a tab with MyU on their laptop/device.
- ☐ Have the student check for holds on their MyU (located in the upper right corner with a number). This is [a list](#) of common CEHSP holds.
- ☐ Students should open their APAS.
- ☐ Review the pieces of the APAS with the student paying attention to the
 - Total credits completed
 - UMN GPA
 - Cumulative GPA
 - Major GPA
 - Look for coursework that could meet a Lib Ed requirement and a major requirement
 - Any transfer work that could potentially count toward their major, with an [APAS Exception](#)

- ☐ Work with students to use their APAS and [Schedule Builder](#) to choose courses. Please note that some students may need a specific credit total for financial aid or athletics; ask the student if that is their situation.
- ☐ Students should try to register for open courses first but can use waiting lists to show demand for specific courses and set up [Future Swapping](#) to switch into a class if they get off the waiting list (not a guarantee).
- ☐ Students [send their courses to their shopping cart](#) to finish enrolling. They are not fully registered until they hit the “Finish Enrolling” button in the shopping cart.
- ☐ The student should run a new APAS report. This is the best way to triple check a student is enrolled in Future Term (FT) classes.
- ☐ After the meeting, add advising notes to APLUS with a general overview of what was discussed. Keep in mind that APLUS notes are connected to a student’s peoplesoft record, be factual (“Alex reports...”) and do not include confidential information.
 - [- APLUS Contact Notes; Principles and Guidelines](#)

Tips

- It’s okay to say “I’m not sure; let’s find out.”
- CEHSP Advising is here to help! If you have any questions, please don’t hesitate to reach out to the [professional advisor](#) for your program.
 - We also have Drop-In Hours (weekly, no appointment necessary, first come, first serve): Mondays and Thursdays 1:00-3:00pm in 120 Bohannon Hall.