



Enrollment Management and Services
Department of Registration & Records

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ACADEMIC ADVISEMENT REPORT

IMPORTANT INFORMATION

Undergraduates on Academic Warning or Academic Probation are required to meet with their advisor at the start of each term to discuss their academic status and plans for improvement. Failure to meet with your advisor and complete this form will preclude enrollment in future terms.

INSTRUCTIONS TO THE STUDENT:

1. Complete and sign the Student Information section below.
2. Schedule an appointment with your advisor or the coordinator of advising in your department **within the first 4 weeks of the term**; bring this form with you to the advising appointment.
3. Upon meeting with your advisor or coordinator for advising and discussing your academic status, request the signature of your advisor or coordinator of advising in the Faculty Advisor Acknowledgement section.
4. Submit the completed form to the office of the associate dean for academic affairs in your college **no later than the 5th Wednesday of the term**; you may be asked to schedule an appointment with someone in that office at that time.

STUDENT INFORMATION

Name: _____ ID# _____

Local Address: _____ Phone: _____

Program/Plan: _____

I have met with my advisor and understand my current academic status and the requirements that I must achieve in order to improve my academic standing and to remain enrolled in subsequent semesters.

Signature: _____ Date: _____

ADVISOR ACKNOWLEDGEMENT

The above-named student has consulted with me regarding their academic status.

Signature: _____ Date: _____

Check at least one: Advisor Coordinator of Advising

Department: _____ Campus Box# _____

ASSOCIATE DEAN'S OFFICE ACKNOWLEDGEMENT (if required by college)

The above-named student has consulted with me regarding their academic status.

Signature: _____ Date: _____

Title: _____

Copies to: Student
 Associate Dean for Academic Affairs