



# TO BE COMPLETED BY STAFF ONLY

**ADVISOR SECTION**

Client ID Verified

UAA Goal: based on counselor / client discussion (*Please mark the box next to the appropriate choice*):

<input type="checkbox"/> Personal Development	<input type="checkbox"/> Certificate
<input type="checkbox"/> High School Completion	<input type="checkbox"/> 2 Year Degree
<input type="checkbox"/> Job Change / Improvement	<input type="checkbox"/> 4 Year Degree
<input type="checkbox"/> Maintain License / Certificate	<input type="checkbox"/> Graduate Program
<input type="checkbox"/> Transfer to another university	Other _____

**UAA Program Goal** (*Please enter appropriate degree goal from admissions form*):  
\_\_\_\_\_

**Program not available at UAA:** \_\_\_\_\_

**ACADEMIC**

<p><b>Advised:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Admitted non-degree seeking student</li> <li><input type="checkbox"/> Applied, not admitted</li> <li><input type="checkbox"/> Admitted, AA or Undeclared</li> <li><input type="checkbox"/> Admitted, <u>NOT</u> AA or undeclared             <ul style="list-style-type: none"> <li><input type="checkbox"/> Didn't know he/she had an advisor</li> <li><input type="checkbox"/> Unable to get in to see advisor</li> <li><input type="checkbox"/> Referred by advisor to center</li> </ul> </li> <li><input type="checkbox"/> Probationary student</li> <li><input type="checkbox"/> Student removed from program</li> <li><input type="checkbox"/> Secondary school student</li> </ul> <p><b>Reviewed:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Academic progress report</li> <li><input type="checkbox"/> Transferred credits</li> <li><input type="checkbox"/> Transfer out process</li> </ul>	<p><b>Explained:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> University definitions (audit, prerequisite, incomplete, etc.)</li> <li><input type="checkbox"/> Requirements (university, GER, college, major)</li> <li><input type="checkbox"/> GPA computation</li> </ul> <p><b>Provided:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Degree check</li> <li><input type="checkbox"/> Change of major approval</li> <li><input type="checkbox"/> Banner printout</li> <li><input type="checkbox"/> Tutorial resources information</li> <li><input type="checkbox"/> Academic dispute resolution</li> <li><input type="checkbox"/> Test scores / placement</li> <li><input type="checkbox"/> Lifted advising hold</li> </ul>	<p><b>Discussed:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Planning courses (scheduling / readiness)</li> <li><input type="checkbox"/> Difficulties with courses / developing strategies</li> <li><input type="checkbox"/> Adding / dropping classes</li> <li><input type="checkbox"/> Changing degree focus</li> <li><input type="checkbox"/> Exception to university policies</li> </ul> <p>Other _____</p>
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**ENROLLMENT**

- Explained university programs / processes
- Discussed college transfer procedures
- Wolf-Link registration procedures

Other \_\_\_\_\_

**TESTING**

- Placement / admission test advising
- General information on national testing
- Ability to benefit
- Credit by examination
- Personality & career interpretation (Strong & Myers Briggs)

Other \_\_\_\_\_

**PERSONAL**

- Management of stress
- Issues regarding relationships
- Test taking anxiety management
- Discussed coping skills
- Abuse issues – substance
- Student / teacher conflict resolution
- Crisis intervention
- Referrals – discipline
- Other short term counseling

Other \_\_\_\_\_

**CAREER**

- Matched majors to client interests
- Guided career exploration
- Career assessment (except MBTI / Strong)

Other \_\_\_\_\_

**REFERRALS**

<ul style="list-style-type: none"> <li><input type="checkbox"/> Academic department</li> <li><input type="checkbox"/> Enrollment Services</li> <li><input type="checkbox"/> Financial Aid Office</li> <li><input type="checkbox"/> Testing</li> <li><input type="checkbox"/> Academic skills resource center</li> <li><input type="checkbox"/> AHAINA</li> <li><input type="checkbox"/> Career Services Center</li> <li><input type="checkbox"/> Distance Ed / UAA Statewide</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Disability Support Services</li> <li><input type="checkbox"/> Educational Opportunity Center</li> <li><input type="checkbox"/> International Student Services</li> <li><input type="checkbox"/> Native Student Services</li> <li><input type="checkbox"/> Psychological Services Center</li> <li><input type="checkbox"/> Residence Life / Housing</li> <li><input type="checkbox"/> Counseling Center</li> <li><input type="checkbox"/> Veterans Affairs</li> </ul> <p>Other _____</p>
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**FINANCIAL AID**

- Discussed financial aid
- Clarified appeal process
  - Success Review Form
  - Flag file
  - Un-flag file
- Tuition Waiver Application

Other \_\_\_\_\_

Staff Comments: \_\_\_\_\_

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