Student Advising Meeting Checklist

CM Majors are required to meet with their advisor every fall quarter by the end of the 4th week of classes.

Failure to do so will result in a registration hold!

Prior to an academic discussion with your advisor, please ensure that you have completed and have the following documents available:

(Documents will be mailed to you and some information is also on the CM website: http://www.construction.calpoly.edu/content/current/index)

General advising (Bring your advising folder with the following materials)-

- A CM flowchart indicating the classes that you have taken and are currently taking
- Current resume
- Degree Progress Report (found on your portal)
- Degree Planner (found on your portal) **Fill your Degree Planner out up to graduation**

Graduating students-

- NOTE: Students will be assigned a graduation date during their final 3 quarters and will need to fill out a change of graduation date request if needed (found online at commencement.calpoly.edu)

Students wanting to substitute a major or support course-

- The Substitution for Major or Support Course form (found online at Registrar – forms – e-forms)
- A copy of the course description and syllabus for the class that you would like to be used as a substitute
- A CM flowchart indicating the class for which you want this substitution to apply

Students on academic probation-

- Your letter indicating that you are on AP
- A CM flowchart indicating the classes that you have taken and are currently taking
- A copy of both your Degree Progress Report and your Poly Profile
- Your three quarter plan – form provided by the CAED Advising Center