

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 can be found on the CM website: www.construction.calpoly.edu/current/advising)

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

- A CM flowchart indicating the classes that you have taken and are currently taking
- Professional Advancement for Construction Students (PACS) Form
- Current resume
- Degree Progress Report (found on your portal)
- Poly Profile (found on your portal) ****Make sure your PolyPlanner is up to date****

Graduating students-

- NOTE: Check your status on Poly Profile to see if you are listed as graduating in the correct quarter, bring all of the above documents and confirm with your advisor that you are not missing any requirements to graduate

Students wanting to substitute a major or support course-

- The Substitution for Major or Support Course form
- 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