

# Student Advising Meeting Checklist

**CM Majors are required to meet with their advisor every Fall Quarter by the end of the 4<sup>th</sup> 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:**

(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 <https://commencement.calpoly.edu/graduates> )
  - Students are not able to register beyond their expected graduation term. More information found at [https://registrar.calpoly.edu/grad\\_process](https://registrar.calpoly.edu/grad_process)
- Fall Commencement ceremonies have been discontinued. All graduates will be celebrated at the Spring Commencement ceremonies.

**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

### Technical Electives (8 units required)-

- Please take exactly 8 units of tech electives.
  - Ex. 4-unit course, 2-unit course, 2-unit course
  - Ex. 3-unit course, 3-unit course, 2-unit course
  - Please **DO NOT** take 3 3-unit courses as the third course will not be counted on your Degree Progress Report since it is more than 8 units. Partial units are not taken into consideration for these courses.

### 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