***THE FOLLOWING DOCUMENTS ARE AVAILABLE IN PDF WITH LINKS ON THE RSENR STUDENT SERVICES WEBSITE UNDER “Advising Resources and Academic Planning”***

**RSENR Four Year Advising Checklist**

Student Name:

Advisor:

Expected Graduation Date:

**FIRST YEAR**

***Academic Advising and Administrative Tasks:***

🞏 Confirm major choice (typically by the middle of spring semester)

* Utilize the [Change of Major/Minor/Concentration form](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* Students who want to switch *out* of RSENR should meet with someone in the School/College they wish to transfer into

🞏 Discuss plan for [General Education Three Course Sequence](https://www.uvm.edu/rsenr/forms/three-course-sequence)—submit the form to add these courses to the degree audit if ready (form available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services))

***Student Support and Mentoring:***

🞏 Discussion of academic support services

* [Tutoring Center](https://www.uvm.edu/academicsuccess/tutoring_center) (Tutoring, Study Skills Program, Supplemental Instruction)
* [Writing Center](http://www.uvm.edu/wid/writingcenter/)
* [Math Help Sessions](http://www.uvm.edu/~cems/mathstat/?Page=classes/help-sessions.php&SM=classes/_classesmenu.html)

🞏 Discussion of other support resources

* [Rubenstein School Dean’s Office](https://www.uvm.edu/rsenr/student_services)
* [Counseling and Psychiatric Services](https://www.uvm.edu/health/CAPS)
* [Center for Health and Wellbeing](https://www.uvm.edu/health/CAPS)
* [Student Accessibility Services](https://www.uvm.edu/academicsuccess/student_accessibility_services)
* [Women’s Center](http://www.uvm.edu/~women/)
* [Prism Center](https://www.uvm.edu/prism)
* [The Mosaic Center for Students of Color](https://www.uvm.edu/mcsc/)

***Community Engagement:***

🞏 [4 Year Plan for Career Success](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—discuss the **First Year Plan (Learn About Yourself)** and select items to pursue:

🞏 Volunteer on campus or in the local community. Join a student club or organization.

🞏 Start thinking about study abroad—talk to Anna Smiles-Becker, visit [OIE website](http://www.uvm.edu/oie/)

🞏 Explore [Office of Experiential Learning](http://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) website. Start thinking about summer plans (volunteer, internships, research jobs)—make an appointment with Anna Smiles-Becker.

🞏 Consider applying to be an RSENR Steward or SAB member. Consider applying to the Honors College. (Spring semester)

***Additional Notes:***

Student Name: Click here to enter text.

Advisor: Click here to enter text.

Expected Graduation Date: Click here to enter text.

**SOPHOMORE YEAR**

***Academic Advising and Administrative Tasks:***

[ ] Review DegreeWorks Audit

* Utilize the [Change of Major/Minor/Concentration form](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* Work with your advisor to submit any necessary substitutions that have been approved using the [DegreeWorks Exception Form](https://www.uvm.edu/rsenr/forms/exception-form). Apply for Core or General Education substitutions if necessary. (Forms available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services).)

[ ] [General Education Three Course Sequence](https://www.uvm.edu/rsenr/forms/three-course-sequence)—submit the form to add these courses to the DegreeWorks Audit.

***Student Support and Mentoring:***

[ ] Make connections with assigned faculty advisor, and build connections to other faculty in program and areas of interest.

[ ] Get feedback on a draft resume (utilize the RSENR Stewards, Career & Experience Hub or Anna Smiles-Becker)

[ ] Consider applying for [national scholarships/fellowships](https://www.uvm.edu/honorscollege/undergraduate_research). Contact the Fellowships Office for advising.

[ ] Take advantage of RSENR Stewards, Grad Mentoring Program, or faculty and staff to discuss future plans like graduate school or careers.

[ ]  Discuss academic performance and resources available to ensure achievement of desired level of academic excellence

* [Tutoring Center](https://www.uvm.edu/academicsuccess/tutoring_center) (Tutoring, Study Skills Program, Supplemental Instruction)
* [Writing Center](http://www.uvm.edu/wid/writingcenter/)
* [Math Help Sessions](http://www.uvm.edu/~cems/mathstat/?Page=classes/help-sessions.php&SM=classes/_classesmenu.html)

[ ] Discussion of other support resources

* [Rubenstein School Dean’s Office](https://www.uvm.edu/rsenr/student_services)
* [Counseling and Psychiatric Services](https://www.uvm.edu/health/CAPS)
* [Center for Health and Wellbeing](https://www.uvm.edu/health/CAPS)
* [Student Accessibility Services](https://www.uvm.edu/academicsuccess/student_accessibility_services)
* [Women’s Center](http://www.uvm.edu/~women/)
* [Prism Center](https://www.uvm.edu/prism)
* [The Mosaic Center for Students of Color](https://www.uvm.edu/mcsc/)

***Community Engagement:***

[ ] [4 Year Plan for Career Success](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—discuss the **Sophomore Year Plan (Learn About Yourself)** and select items to pursue:

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[ ] Specific plans for study abroad--[OIE website](http://www.uvm.edu/oie/). Consider a [Faculty Led Program Abroad](https://www.uvm.edu/oie/programs) for Winter or Spring Break.

[ ] Refer to [Office of Experiential Learning](https://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) website and make an appointment with Anna Smiles-Becker. Academic year and/or summer plans should include one or more of the following: service learning courses, internships, research, volunteer experience, relevant jobs. Consider applying for a [Rubenstein School Perennial Summer Internship](https://www.uvm.edu/rsenr/rubenstein_school_perennial_summer_internship_program).

***Additional Notes:***

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Student Name: Click here to enter text.

Advisor: Click here to enter text.

Expected Graduation Date: Click here to enter text.

**JUNIOR YEAR**

***Academic Advising and Administrative Tasks:***

[ ] Review Degreeworks Audit

* Utilize the [Change of Major/Minor/Concentration form](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* Submit any necessary substitutions that have been approved using the [DegreeWorks Exception Form](https://www.uvm.edu/rsenr/forms/exception-form). Apply for Core or General Education substitutions if necessary. (Forms available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services).)
* Make sure [General Education Three Course Sequence](https://www.uvm.edu/rsenr/forms/three-course-sequence) has been declared—submit the form to add these courses to the DegreeWorks audit.
* Make sure major specific advisor approved courses (e.g. PRT Professional Electives, FOR concentration, internship credit for ENSC concentration) have been added to the DegreeWorks audit using an [Exception Form](https://www.uvm.edu/rsenr/forms/exception-form).

[ ] Plan out remaining courses to ensure timely completion of graduation requirements.

* Meet with your advisor and submit the [**Senior Records Check**](https://www.uvm.edu/rsenr/forms/intent-graduate-junior-records-check-form) form

***Student Support and Mentoring:***

[ ] Make connections with assigned faculty advisor, and build connections to other faculty in program and areas of interest.

[ ] Consider applying for [national scholarships/fellowships](https://www.uvm.edu/honorscollege/undergraduate_research). Contact the Fellowships Office for advising.

[ ]  Discuss academic performance and resources available to ensure achievement of desired level of academic excellence

[ ] Take advantage of RSENR Stewards, Grad Mentoring Program, or faculty and staff to discuss future plans like graduate school or careers.

[ ] Discuss post-graduation options: potential career paths, graduate/professional schools, service (e.g. AmeriCorps, Peace Corps). Identify, courses, skills, experiences or other requirements (e.g. standardized exams like the GRE or LSAT) needed for potential pathways.

***Community Engagement:***

[ ] [4 Year Plan for Career Success](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—discuss the **Junior Year Plan (Focus)** and select items to pursue:

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[ ] Specific plans for study abroad--[OIE website](http://www.uvm.edu/oie/). Consider a [Faculty Led Program Abroad](https://www.uvm.edu/oie/programs) for Winter or Spring Break.

[ ]  Refer to [Office of Experiential Learning](https://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) website and make an appointment with Anna Smiles-Becker. Academic year and/or summer plans should include one or more of the following: service learning courses, internships, research, volunteer experience, relevant jobs. Consider applying for a [Rubenstein School Perennial Summer Internship](https://www.uvm.edu/rsenr/rubenstein_school_perennial_summer_internship_program).

***Additional Notes:***

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Student Name: Click here to enter text.

Advisor: Click here to enter text.

Expected Graduation Date: Click here to enter text.

**SENIOR YEAR**

***Academic Advising and Administrative Tasks:***

[ ] Review DegreeWorks audit

* Utilize the [Change of Major/Minor/Concentration form](http://www.uvm.edu/~rgweb/?Page=forms/changemjr.html) to declare or change majors, minors, or concentrations. Click on “Change your Major” under Popular Pages to access the form.
* Submit any necessary substitutions that have been approved using the [DegreeWorks Exception Form](https://www.uvm.edu/rsenr/forms/exception-form). Apply for Core or General Education substitutions if necessary. (Forms available under [RSENR Student Services/Academic Resources](https://www.uvm.edu/rsenr/undergraduate_advising_resources_policies_procedures_and_support_services).)
* Make sure [General Education Three Course Sequence](https://www.uvm.edu/rsenr/forms/three-course-sequence) has been declared—submit the form to add these courses to the DegreeWorks audit.
* Make sure major specific advisor approved courses (e.g. PRT Professional Electives, FOR concentration, internship credit for ENSC concentration) have been added to the DegreeWorks audit using an [Exception Form](https://www.uvm.edu/rsenr/forms/exception-form).

[ ] **Meet with your advisor and submit the** [**Senior Records Check**](https://www.uvm.edu/rsenr/forms/intent-graduate-junior-records-check-form) **form BY THE START OF SECOND TO LAST SEMESTER** (no later than September for May graduation)**.**

***Student Support and Mentoring:***

[ ] Discuss letters of recommendation and references with faculty advisor and other faculty mentors.

[ ] Consider applying for [national scholarships/fellowships](https://www.uvm.edu/honorscollege/undergraduate_research). Contact the Fellowships Office for advising.

[ ] Discuss plans for post-graduation options: job opportunities, graduate/professional schools, service (e.g. AmeriCorps, Peace Corps). Identify, courses, skills, experiences or other requirements (e.g. standardized exams like the GRE or LSAT) needed for potential pathways.

***Community Engagement:***

[ ] [4 Year Plan for Career Success](http://www.uvm.edu/~career/?Page=RSNR_4year.html&SM=4yearplansubmenu.html)—discuss the **Senior Year Plan (Launch)** and select items to pursue:

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[ ] Refer to [Office of Experiential Learning](https://www.uvm.edu/rsenr/experiential_learning_rubenstein_school) website and make an appointment with Anna Smiles-Becker. Work on honing resume, practice interviewing, get assistance with job search or other post-graduation plans.

***Additional Notes:***

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