

MAKE THE MOST OF YOUR ADVISING MEETING

VISIT
[HTTPS://NORTON.ARIZONA.EDU/ACADEMIC-ADVISING](https://norton.arizona.edu/academic-advising)
FOR MORE INFO!

1

DETERMINE THE RIGHT MEETING TYPE

- Drop-ins (5-10 minutes) are best for quick questions about general course planning, general information & policies, campus resource referrals, or quick forms
- 30 minute appointments are best for longer questions like graduation planning, study abroad planning, academic success strategies, and personal exploration regarding majors, minors, graduate school or careers

2

SCHEDULE YOUR APPOINTMENT ONLINE

- Visit catcloud.arizona.edu to schedule your appointment or view drop-in hours

3

BEFORE YOUR MEETING

- Review your academic advisement report and catalog checklist
- Review UA dates and deadlines
- Come prepared with questions written down
- Review and bring advising materials from previous meetings
- Cancel at least 24 hours in advance if you cannot attend

4

DURING YOUR MEETING

- Arrive on time
- Turn off or silence phones & other distractions
- Be open with your advisor about how things are going academically and personally
- Ask questions and take notes

5

AFTER YOUR MEETING

- Keep an advising folder with information & materials from all advising meetings
- Complete necessary follow up steps that your advisor recommended
- Seek out resources and opportunities discussed in your appointment
- If something is unclear afterwards, send follow up questions via email or attend drop-in hours