DETERMINE THE RIGHT MEETING TYPE

1. Drop-ins (5-10 minutes) are best for quick questions about general course planning, general information & policies, campus resource referrals, or quick forms.
2. 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.

MAKE THE MOST OF YOUR ADVISING MEETING

1. **SCHEDULE YOUR APPOINTMENT ONLINE**
   - Visit catcloud.arizona.edu to schedule your appointment or view drop-in hours.

2. **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.

3. **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.

4. **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.

VISIT HTTPS://NORTON.ARIZONA.EDU/ACADEMIC-ADVISING FOR MORE INFO!