

a. **First meeting with declared civil engineering majors.**

Time: Beginning of fall semester in the student's first year.

Participants: Each faculty advisor meets with his/her assigned first-year student advisees in a group session.

Tasks to be Accomplished:

1. Acquaint faculty advisor and students with one another.
2. Provide student with information related to advising process.
3. Provide students with information related to engineering curriculum and refer to Engineering Division student advising manual and the College Catalog for detailed course descriptions. Course prerequisites and Program Educational Objectives are also explained.
4. Conduct a survey to assess student expectations for the program and their professional goals.

b. **Review of mid-term grades.**

Time: Following the issuing of mid-term grades by the Registrar to faculty academic advisors.

Participants: The faculty advisor meets individually with each student that received a mid-term grade. Lafayette only issues mid-term grades for grades of D or below.

Tasks to be Accomplished:

1. Discuss with each student the reason for the mid-term grade.
2. Identify possible resources for the student including tutors, counseling center, Dean's office, and others.

c. **First year fall profile and course selection.**

Time: Fall semester during designated time for class registration for spring courses.

Participants: Faculty advisor meets with each student individually.

Tasks to be Accomplished:

1. Review status of student in each course he/she is currently taking.
2. Select courses for spring semester (focus on options between taking chemistry and nature of materials). Provide student with PIN number for on-line registration.
3. Discuss possible minors and/or concentrations.

d. **First year class advising session.**

Time: Spring semester prior to fall registration – Lunch meeting

Participants: All declared civil engineering majors and departmental representative.

Tasks to be Accomplished:

1. Provide detailed description of the Civil Engineering curriculum
2. Describe educational goals and objectives that have been established for the program.
3. Discuss students' responsibilities in assessment of the program.
4. Discuss possible minors or concentrations.
5. Discuss opportunities for study abroad.
6. Discuss opportunities for student research.

e. **Review of mid-term grades.** (Please see letter 'b')

f. **First year end-of-year profile and course selection.**

Time: Spring semester during designated time for class registration for fall courses.

Participants: Faculty advisor meets with each student individually.

Tasks to be Accomplished

1. Review grades obtained in fall semester.
2. Discuss opportunities for study abroad.
3. Discuss opportunities for student research.
4. Conduct a survey to assess advising process to date and first-year courses.