

a. **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.

b. **Fall review of graduation progress with the input from the registrar.**

Time: Following Registrar's review of each student and their progress towards degree requirements.

Participants: Faculty advisor meets with each student individually.

Tasks to be Accomplished:

1. Review with the student courses that are outstanding and needed to complete degree requirements.

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

Time: Fall semester during registration for spring courses.

Participants: Faculty advisor meets with each student individually.

Tasks to be Accomplished:

1. Review grades from spring semester.
2. Review status of student in each course he/she is currently taking.
3. Discuss Civil Engineering electives and student goals including professional.
4. Select course for the spring semester and provide student with PIN number for on-line registration.

d. **Fourth year spring evaluative session.**

Time: Spring semester – lunch time meeting.

Participants: All declared Civil Engineering majors and a departmental representative.

Tasks to be Accomplished:

1. Survey to assess: Civil Engineering electives, social science and humanities electives, math, and science electives, summer experiences, course load, advising process, minors, research experiences, and the CE design sequence.
2. Collect information on each student's plans for the future after graduation.