

a. **Second year class advising session.**

Time: Beginning of fall semester in the student's second year; in required Civil Engineering course CE271 or at lunch time meeting.

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

Tasks to be Accomplished:

1. Review Civil Engineering curriculum.
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 course.

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. **Advising session for students traveling abroad.**

Time: Fall semester of student's second year (semester prior to student traveling abroad).

Participants: Student selected for study abroad and a departmental representative.

Tasks to be Accomplished:

1. Review course to be taken abroad.
2. Review courses to be taken during third year.
3. Discuss how rearranging courses from "normal" schedule to accommodate study abroad affects course selection in the future.

d. **Second 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 obtained in fall semester and progress towards degree.
2. Review status of student in each course that he/she is currently taking.
3. Provide student with detailed advice on selection of social science and humanities electives.
4. Discuss possible minors and/or concentrations.

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

f. **Advising for declaration of major.**

Time: Spring semester during campus wide declaration.

Participants: Faculty advisor meets with each student individually and completes the course declaration form. The student then meets with the department head of the declared department.

Tasks to be Accomplished:

1. Review student's progress to date.
2. Discuss with the student, the Civil Engineering major and any other majors or minors that the student might be interested.
3. Complete the major declaration form.

g. **Second year end-of-year profile and course selection.**

Time: Spring semester during registration for fall courses.

Participants: Faculty advisor meets with each student individually.

Tasks to be Accomplished:

1. Review grades obtained in the fall semester and progress towards degree.
2. Review status of student in each course he/she is currently taking.
3. Select courses for the fall semester and provide the student with their PIN number for on-line registration.
4. Discuss possible minors and/or concentrations.