**CAS Faculty Advisor Checklist**

1. Y N N/A Discuss mid-term grades if available.
2. Y N N/A Complete a [*Change of Curriculum Form*](https://www.scranton.edu/academics/cas/upperclassmen/curricular-information.shtml) if the student intends to make changes to their

academic profile:

* 1. add/drop second major
  2. add/drop minor
  3. add/drop concentration

1. Y N N/A Do the major/cognate courses and respective labs (if applicable) match the student’s major?
2. Y N N/A Did the student complete the necessary pre-requisites for their intended courses?
3. Y N N/A If applicable, check for Military Science (MS) or Programs of Distinction (SJLA, Honors,

Magis, etc).

1. Y N N/A Does the student plan to take intersession or summer courses at The University of Scranton or

another institution? Provide appropriate permission [form](https://www.scranton.edu/academics/registrar/pdf/Req-to-take-courses-at-other-institution.pdf).

1. Y N N/A Does the student plan to [study abroad](https://www.scranton.edu/academics/IPS/study-abroad/index.shtml)?
2. Y N N/A Is the student interested in setting up an [internship](https://www.scranton.edu/academics/registrar/undergraduate/undergrad-internship-for-credit.shtml)? ([Career Development resources](https://www.scranton.edu/studentlife/studentaffairs/careers/internships/index.shtml))
3. Y N N/A Does the student need to [substitute or waive](https://www.scranton.edu/academics/registrar/pdf/course_substitution_waiver_form.pdf) any required courses?
4. Y N N/A Review GE requirements. Has the student completed:
5. Y N N/A First Year Courses (FYS, FYOC/FYDT, FYW)
6. Y N N/A Upper Division Writing (EPW)
7. Y N N/A Quantitative Reasoning (Q)
8. Y N N/A Philosophy/Theology (P)—see GE grid
9. Y N N/A Natural Science Courses (E)
10. Y N N/A Humanities (CH, CL, CF, CA)—see GE grid
11. Y N N/A Social/Behavioral Science (S)
12. Y N N/A Cultural Diversity (D)