**Highline College – Advising Meeting Agenda**

1. Introductions
	1. Student’s background
	2. How they came to campus
	3. Your background as a faculty advisor
2. *Where do you see yourself in 10 years?*
	1. Gather an idea of the student’s academic and professional goals
	2. Identify possible transfer universities
	3. Determine how much students have thought about the long term
3. *How do you spend your time?*
	1. Identifying habits to potentially introduce new engineering disciplines
	2. Getting to know the student, their lifestyle, and obligations outside of school
4. *What kind of engineer do you want to be? Where do you want to transfer?*
	1. Asses their forethought in planning an engineering major
	2. Introduce [www.ABET.org](http://www.ABET.org) to identify potential universities using the “Accredited Program Search”
5. *What was your math placement score?*
	1. Determine how the student feels about their score and if it meets their actual qualifications
	2. Discuss enrollment options for the current quarter and next quarter
	3. Identify any next steps to secure a math placement
	4. Place mathematics courses in academic plan
6. *What science classes have you taken before and how did you do in those classes?*
	1. Determine need for science prerequisite courses, if any
	2. Identify science courses necessary to transfer
7. *What was your English exam placement? Foreign Language placement or skills?*
	1. Identify English composition course and place in academic plan
	2. Identify Foreign Language proficiency and place in academic plan or identify next opportunity to complete a placement exam
8. Review all transfer requirements for engineering major of interest
	1. Determine necessary science courses and place in academic plan
	2. Determine social science and humanities courses and place in academic plan
9. Discuss any student questions about the academic plan
10. *Do you know how you will pay for college?*
	1. Determine need for financial aid and direct student to financial aid office
	2. Introduce [www.FAFSA.gov](http://www.FAFSA.gov) and review the general process for becoming eligible for student aid
11. *How do you expect to spend your time at Highline?*
	1. Introduction to clubs, activities, and campus resources of interest
	2. Introduce academic resources such as tutoring center, TRiO programs, etc.
12. Discuss any student questions about the out of class components of college
13. *When would you like to come in again?*
	1. Review any action items for a next meeting
	2. Point student to important times to come in for an advising meeting