

ACADEMIC MENTOR CHECKLIST

The following are suggested items students should know as they progress through their program at Andrew College. Use this checklist as a tool to track academic development.

- _____ Knows the location of the academic mentor's office, phone number, e-mail address, and office hours
- _____ Understands academic expectations, such as class attendance, communication with professors, proactively engaging faculty to discuss concerns and problems
- _____ Is familiar with College resources (such as Library, Focus, Registrar, Academic Affairs Office, Student Affairs Office, Financial Aid Office, Business Office, IWRC, Student Success Center, Upswing)
- _____ Knows where to locate the college catalog, student handbook, semester schedules, and calendars via www.andrewcollege.edu or Moodle/Canvas.
- _____ Engaged in choosing a major; Major selected Spring term of Freshman year
- _____ Engaged in selecting a transfer institution
- _____ Is taking control of learning and assuming responsibility for educational progress
- _____ Knows the importance of forming relationships with faculty members for mentoring, future references, expert opinion, and learning outside the classroom
- _____ Is becoming an active member of the Andrew College Community