CHECK LIST FOR TEMPORARY/PERMANENT ADVISORS & NEW STUDENTS

Student's name:
Student's email address:
Temporary advisor:
Assignment date:

Meet with student upon arrival/at beginning of semester

Upon arrival to CSE, each student must visit with one or more faculty members (Admission Committee Chair? Graduate Chair? CS/CE Subcommittee Chair?)

- ☐ Check pre-requisites/deficiencies (alert Shelley of any)
- ☐ Discuss course registration depending on class offerings and goals
1. Inform student about opportunities & regulations
    - ☐ Colloq attendance (15 for MS and 30 for PhD)
    - ☐ Course tracks for MS/PhD programs
    - ☐ Main deadlines during studies (PoS/MoC, qualifyers)
    - ☐ Plagiarism, grade appeals, probation, termination, others
    - ☐ (For advisors: Main deadlines for graduation)
    - ☐ Dealing with hardships: Sickness, difficulties, students w/ disabilities
    - ☐ TAship: ITA qualifications, ITA workshop, responding to GTA Committee Chair (Bourke), collaborating with instructors, keeping office hours, ethical behavior, reporting plagiarism
    - ☐ Seeking help @ CSE (Instructors, TA office hours, SRC, systems@cse, access to copy machines, access to building/office)
2. Urge student to find permanent advisor ASAP, identify research topic
3. Explain how RA'ship are assigned

Meet with student at beginning of each semester (set up goals) and at end of semester (check on progress)

On a regular basis:
1. Control Curriculum Vitae
2. Control academic performance, progress towards graduation
3. Remind student of the need to find a permanent advisor