

**Note to Student:** You must make sure you meet with your Advisor by: \_\_\_\_\_  
This means you need to contact your Advisor **THIS WEEK** to make your appointment.

## Advising Verification Form

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Metro Academy: \_\_\_\_\_

Date: \_\_\_\_\_ Appointment Duration: \_\_\_\_\_

**I have met with the above student on the above date for at least a 30 minute advising appointment.**

The topics we covered in our meeting included: (Please check all that apply, not all topics need to be covered necessarily)

- Check-in Appointment
- Education Plan Appointment
- One Year Remediation Rule if applicable
- Progress in current courses
- General Education & University Requirements
- Using and reading the university bulletin
- Understanding Major courses
- Exploring Major/Minor if undeclared
- Improving study skills
- General student success skills
- Adjustment to college
- Academic Probation
- Other: \_\_\_\_\_
- Metro Course Opt-out Request with compelling reason: EMAIL metroadv@sfsu.edu*
- Metro Academy Switch Request with compelling reason: EMAIL metroadv@sfsu.edu*

**Student has accessed the following resources through our department (If applicable)**

- Tutoring (Subjects: \_\_\_\_\_) Program: \_\_\_\_\_
- Workshops (Topics: \_\_\_\_\_) Program: \_\_\_\_\_

X \_\_\_\_\_  
Advisor Signature Date

\_\_\_\_\_  
Advisor Name Phone

\_\_\_\_\_  
Title and Department/Office

\_\_\_\_\_  
Email

Department Stamp