

To: _____, Instructor for ISA/CYBR 3300
From: _____, Adviser for _____ College/Institute
Date: _____
Re: Advising Appointment with: _____ KSU ID#: _____

Instructions for the Adviser:

In order to ensure effective degree progression and matriculation for students in ISA/CYBR classes - whether a(n) ISA/ CYBR major or not - we have instigated mandatory advising as an assignment. For this, students must complete download and complete a program checklist including GenEd and Major coursework and a spreadsheet indicating draft course schedules planned for the remainder of the student's academic program. The students must bring these completed documents to an adviser in their college/institute and have the adviser review them for satisfactory progress to graduation.

Upon completion of the advising session, I ask that you, the adviser, note their preparedness for the advising session, and then update the student's DegreeWorks account, noting the date and adviser in the Notes section. The students are expected to submit this information as part of their assignment, along with the program checklist, Plan of Study and this affidavit of advising. Thank you in advance for your assistance. Please email their instructor if you have any questions. Thanks! Dr. Mike Whitman (mwhitman@kennesaw.edu).

Please begin by filling out the header of this memorandum, including your printed name, the date and time of the advising session, and the student's full name and KSU ID#. Next: Check the following boxes IF the student shows you a completed version of a) the advising checklists and b) a projected plan of study through graduation.

Courses Taken - Students in Coles and CYBR majors must visit their respective advising web sites and download the appropriate Advising Checklists. Students not in these majors should download a comparable checklist or create one themselves showing all courses taken and in-progress:

(Check the appropriate box below)

- The advised student showed me a completed advising checklist which identified courses taken and in-progress.
- The advised student showed me a partially completed program checklist of courses taken and in-progress.
- The advised student did not show me a completed program checklist (document missing or blank).

Future Plan of Study – all students must print and complete a form showing the courses they are currently enrolled in and all planned courses necessary to complete their degree program.

Example to the right is of a blank plan of study.

(Check the appropriate box below)

- The advised student showed me a completed Plan of Study.
- The advised student showed me a partially completed Plan of Study.
- The advised student did not show me a completed Plan of Study (document missing or blank).

ISA/CYBR 3300 Plan of Study Assignment			
STUDENT: _____			
Expected Graduation Date: _____			
FALL			
Course #	Course Name	Day/Time	
1			
2			
3			
4			
5			
SPRING			
Course #	Course Name	Day/Time	
1			
2			
3			
4			
5			
SUMMER			
Course #	Course Name	Day/Time	
1			
2			
3			
4			
5			

Note: This document should reflect what you PLAN to take and when you plan to take it. You do not need to put exact times down noting the EVE, AFT or OLL is sufficient (e.g. M/W EVE). Since most forward plans don't include day of week, that information is optional

Advisers: Please check the applicable option below:

- I will update DegreeWorks with my name and the date I advised the student, as soon as possible.
- OR
- I will email the instructor with my name and the date I advised the student, as soon as possible.

Advisers: Please check the applicable option below:

- I have reviewed the student’s plan of study and advised the student that if they follow the current plan, they should meet their projected graduation date. Their plan had no scheduling or prerequisite conflicts as best I can determine in the time available.
- OR
- I have reviewed the student’s plan of study and advised the student that if they must revise their current plan, as there are issues that preclude their completing it in its current form. Please list any major issues below:

<i>Brief summary of comments to the student.</i>

I hereby affirm that _____ met with me for advising on the date indicated.
(Please print student name here)

I have reviewed the student’s plan of study and made sure to the best of my ability in the time available that the student does not plan to enroll in any courses for which the prerequisites would not be met, especially ISA 4820, as prerequisite bypasses will not be approved except in extreme circumstances.

(Printed Name) _____ (Signature)

KSU Email: _____

KSU Phone extension: _____

*Advisers:
Please sign above and provide your KSU email address and phone number. When finished, please give the completed form to the student. Thank you again for your assistance and support. Please email the instructor if you have any questions or concerns.*