

Advisor Meeting Notification Contract (for all Art and Design Majors): **Due 10/22/09**

To avoid having a **HOLD** placed on your registration, please submit your contract by the deadline to the Art and Design Office.

In our continued efforts toward student success in progressing through the curriculum, you are required to meet with your faculty advisor to plan future quarter course schedules. Your information will also assist us in planning quarterly course offerings. An advisor list is posted outside the Art and Design Department office; **all** continuing students will see department chair, Sky Bergman. **Please see advisor well before the deadline!**

Please **download, print and bring** the following items to the meeting with your advisor from our website at <http://artdesign.calpoly.edu/> under **“Documents”** (unless otherwise stated):

1. **Advisor Meeting Notification Contract** (this form). Please make a quarter-by-quarter plan for at least the next two years (or for the time remaining until you graduate). Use the items below to assist you in planning, and then finalize this contract in consultation with your advisor.
2. **Degree Progress Report:** From your CalPoly portal, go to your **Student Center** (the tab is under PASS on the Main Tab). From the Student Center, Go to Degree Progress/Graduation, View Degree Progress Report, select Degree Progress Report (as Report Type), and click go. It takes a few minutes to load. If you have any trouble getting the entire page to print (it's not showing the degree progress symbols), you have two options:
 - a. Allow the pop-ups (from Firefox browser click “preferences” to allow pop-ups; from Internet Explorer right-click bar at top w/pop-up message)
 - b. Select all text (Mac: Apple+a; PC: Ctrl+a), then go to the print menu and tell it to print “selection.”
3. **Curriculum sheet** for the catalog under which you plan to graduate (2007-09 and 2009-11 are on our website)
4. A copy of the [2009-10 Tentative Course Offerings](#) and your area's [2009-10 concentration flowchart](#)
5. A copy of your Cal Poly **unofficial transcripts** (via a link on your Portal)
6. Transfer Students: Bring a list of courses for which you hope to get Cal Poly credit towards your degree.

Student: _____ Empl/Student ID: _____ Proposed Grad Date: _____
ID is on your Portal under personal info and replaces the SS#

Concentration: _____ Faculty Advisor: _____ Email: _____@calpoly.edu

With your Faculty Advisor, list ALL the courses, including GE, you plan to take during the following quarters:

Use the 2009-10 Tentative Course Offerings list. (You may assume that the 2010-11 offerings will be similar.)								
	Winter 2010	Spring 2010	Fall 2010	Winter 2011	Spring 2011	Fall 2011	Winter 2012	Spr 2012
Art								
Art								
Art								
Art								
GE								
GE								

I have met with my faculty advisor to discuss and plan my future course schedules noted below.

Student Signature: _____ Date: _____ Advisor Signature: _____ Date: _____

Make a copy of this contract for your records, and submit the original to the Art and Design office (34-169) by 10/22/09.