From: _____, Advisor for _____ (major)

Date: _____

Re: Advising Appointment with: _____ KSU ID#: _____

Instructions for the Advisor:

In order to ensure effective degree progression for students in CYBR classes - whether a Cybersecurity major or not - we have instigated mandatory advising as an assignment. For this, students must complete program checklists including Gen Ed and Major coursework as well as a spreadsheet indicating draft course schedules planned for the remainder of the student's academic program. The students must send these completed documents to an advisor in their college via email and have the advisor review them for satisfactory progress to graduation during a scheduled advising appointment.

Upon completion of the advising session, I ask that you, the advisor, note their preparedness for the advising session, and then update the student's DegreeWorks account, noting the date and advisor in the Notes section [Student Advised]. The students are expected to submit this advising affidavit as part of their assignment, along with the program checklists, and completed Graduation Plan. 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 name, what major you advise, the date of the advising session, the student's full name and KSU ID#. Next: Check the following boxes IF the student shows you a <u>completed</u> <u>version</u> of a) the advising checklists and b) a complete projected plan of study through graduation.

Courses Taken - Students should begin by following the instructions included on Page 1 of the accompanying Excel Workbook. Non-cyber majors should download comparable checklists 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.
☐ The advised student showed me a partially completed program checklist of courses taken.
☐ The advised student did not show me a completed program checklist (document missing or blank).

Graduation Plan – All students must complete a spreadsheet outlining 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 graduation plan.
(Check the appropriate box below)
☐ The advised student showed me a completed plan.
☐ The advised student showed me a partially completed plan.
☐ The advised student did not show me a completed plan (document missing or blank).

CYBR 3300 Graduation Plan Assignment

STUDENT NAME & ID#:	
Expected Graduation Semester/Year: (ex. Spring 26)	

FALL (insert year)		
Course # (ex. CYBR 3100)	Course Name (ex. Principles of Cybersecurity)	Plan to take: On-campus/Online
1		
2		
3		
4		
5		

SPRING (insert year)		
Course # (ex. CYBR 3100)	Course Name (ex. Principles of Cybersecurity)	Plan to take: On-campus/Online
1		
2		
3		
4		
5		

SUMMER (insert year)		
Course # (ex. CYBR 3100)	Course Name (ex. Principles of Cybersecurity)	Plan to take: On-campus/Online
1		
2		
3		
4		
5		

Advisors: 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.

Advisors: 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:

Brief summary of comments to the student:

I hereby affirm that _____ met with me for advising on the date indicated.

I have reviewed the student's graduation plan and made sure to the best of my ability that the student does not plan to enroll in any courses for which the prerequisites would not be met.

_____

(Name)   (Signature)

KSU Email: _____

KSU Phone extension: _____

Advisors:
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.