



ADVISING CHECKLIST FOR UNDERGRADUATE STUDENT SUCCESS

Student Academic Support and Retention Center

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Office: A201, GEH 2025 Fall version

STUDENT PRIORITIES

SCHEDULE	TASKS	RESOURCES	SERVICES
Before the Semester Starts 开学前	<input type="checkbox"/> Review your 4-Year Plan and register for enough courses (above 15 credits) <input type="checkbox"/> Review course syllabus and create a time management schedule <input type="checkbox"/> Review KEANWISE, E-MAIL, STUDENT PLANNING, CANVAS and SYLLABUS <input type="checkbox"/> Pay attention to the adequacy of credits for Chinese courses <input checked="" type="checkbox"/> 查看四年计划 <input checked="" type="checkbox"/> 制定时间规划 <input checked="" type="checkbox"/> 看课表、邮件、课程教学大纲等，确保注课 <input checked="" type="checkbox"/> 注意中方课程学分是否足够	Academic advisors [任课教师办公室] WKU website/Faculty 温肯官网各学院师资队伍处可找到办公室位置	Curriculum, 4-year plan, course selection, change major, academic advisors, graduation audit, etc 专业设置问题、四年计划、课程问题、毕业审核等
		Student Academic Support and Retention Center 学术支持中心 [Office: A201, GEH]	General inquiry about academic support, peer tutoring services, workshops related to study skills, etc. 学业支持相关咨询和指导、专业课朋辈导师辅导、工作坊、个人学业提升计划等
		Chinese Culture College 中国国情与文化教育学院 [Office: 215 SLAC for AE & PE courses; C403 GEH for CNCC Courses]	Chinese curriculum courses, PE, AE courses, etc. 国情文化、艺术及体育课程咨询，艺体活动及赛事咨询等。
During the Semester 学期内	<input type="checkbox"/> Note the deadline for course drop/withdrawal <input type="checkbox"/> Seek academic advising and tutoring <input type="checkbox"/> Begin scheduling your tutoring, public speaking, and other appointments to improve your English <input type="checkbox"/> Sign up for various competitions/tests <input checked="" type="checkbox"/> 注意退课截止日期 <input checked="" type="checkbox"/> 寻求学术指导及课程辅导 <input checked="" type="checkbox"/> 语言提升学习 <input checked="" type="checkbox"/> 赛事/考试报名	Office of Registrar 注册办 [Office: D202,GEH]	Academic calendar, course registration system, grade recalculation, academic records, graduation application, etc. 教学日历、选课系统问题、绩点重新计算、成绩单、毕业申请等
		Student Academic Support and Retention Center 学术支持中心 [Office: A201, GEH]	General inquiries about academic support services, peer tutoring services, workshops related to study skills, one-on-one Academic Improvement Plans, etc. 选课、转专业以及学业相关政策咨询和指导，专业课朋辈导师辅导、学业工作坊、个人学业提升计划等
		English Language Center 英语语言中心 [Office: B301, GEH]	English support, including one-on-one tutoring, English remedial courses, workshops, English competitions, English Language Lab, etc. 英语学习相关支持，包括写作辅导，英语活动和赛事，语言实验室等
		English Language Lab 语言实验室 [Office: B411, GEH]	English support, including one-on-one tutoring, English remedial courses, workshops, English competitions, English Language Lab, etc. 英语学习相关支持，包括写作辅导，英语活动和赛事，语言实验室等
		Academic Affairs - Program Development and Test Team 教学部-专业发展和考试团队 [Office: A315, GEH]	CET-4 & CET-6 tests, TEM-4 & TEM-8 tests, TOFEL & GRE tests, etc. 大学英语四六级，英语专业四级、八级，托福考试，GRE考试等
Library (Collection Room/Service Desk/ Digital Scholarship Center/CTL Art Museum) 图书馆（馆藏室/ 图书馆服务台/ 数字学术中心/陈天龙美术馆） [Office: 3rd floor, SLAC]	1) Book access & delivery, database, etc. 2) art exhibition 文献资源、统计软件、分析程序、金融数据库和其他数据终端、艺术展等		

STUDENT PRIORITIES

SCHEDULE	TASKS	RESOURCES	SERVICES
Major/ Minor Pursuits 主修/辅修课程	<input type="checkbox"/> Plan to declare your major no later than the end of freshman year <input type="checkbox"/> Think about declaring a minor if interested <input checked="" type="checkbox"/> 大二前确定专业 <input checked="" type="checkbox"/> 考虑辅修	College of Bus. & PM 商学院 [C523-524, CBPM]	Curriculum, 4-year plan, course selection, change major, academic advisors, graduation audit, etc 专业设置问题、四年计划、课程问题、转专业咨询、学术导师、毕业审查问题等
		College of Sci. , Math & Tech. 理工学院 [103 CSMT for Math; 105 CSMT for Sci.; C209, GHKH for CPS]	
		College of Liberal Arts 人文学院[B209, GEH]	
		Michael Graves College 建筑与设计学院 [A215, GHKH]	
Campus Engagement 校园活动	<input type="checkbox"/> Continue to develop your network and co-curricular transcript for social and professional growth, and leadership opportunities: <input type="checkbox"/> Club/Organization Exploration <input type="checkbox"/> Participate in Leadership Program <input type="checkbox"/> Scholarship <input checked="" type="checkbox"/> 学生领导力项目 <input checked="" type="checkbox"/> 奖助学金 <input checked="" type="checkbox"/> 社团活动	Student Financial Aid Office 学生事务部奖助贷办公室 [217, SLAC]	Financial Aid, Scholarship, Insurance, etc. 奖助学金和保险等
		Center for Leadership and Service [218, SLAC] 领导力与服务中心	-Leadership Program -Student Organization -Student Club -Student Activities -Student Government, Seed Grant, Student Trustee -Volunteering 学生社团和学生组织活动、学生领导力项目等
Career/ Study Abroad/ Graduate School Exploration/ Research 职业发展、 留学、科研	<input type="checkbox"/> Begin to prepare for future career, study abroad, and graduate school opportunities: <input type="checkbox"/> Consider exchange programs and summer school <input type="checkbox"/> Continue to develop relationships with faculty and staff for future growth through internships or research opportunities <input checked="" type="checkbox"/> 美肯交换生项目/暑期学校 <input checked="" type="checkbox"/> 国内考研/实习求职 <input checked="" type="checkbox"/> 与教授沟通寻求科研机会	Student Career Development Center 职业发展中心 [A117, WKH]	Inquiries about career development and further studies, entrepreneurship, job fairs, etc. 就业或升学指导咨询、创新创业、人才招聘会等
		Center for International Studies 国际学习中心 [202, SLAC]	Exchange programs, etc. 交换生项目等
		Office of Research and Sponsored Programs 科研办（校地合作办） [A213, WKH]	SpF programs, SSpF programs, etc. 师生拍档科研项目等
Health & Wellness 健康	<input type="checkbox"/> Seek help from others when emotional problems arise. <input checked="" type="checkbox"/> 个体评估和心理咨询 <input type="checkbox"/> Seek medication <input checked="" type="checkbox"/> 日常门诊治疗	Counselling Center 太阳树心理咨询中心 [D401A, GEH]	Counselling about life adjustment, relationships, personality, emotional problems, etc 适应性、人际关系、压力等情绪情感方面的心理调适咨询等
		Health Service Center 医务中心 [B101, WKH]	Daily outpatient consultations, etc. 提供日常门诊治疗等
Self Reflection 自我提升	<input type="checkbox"/> What goals do you have for each stage of college? <input type="checkbox"/> What kind of person do you aspire to become? <input type="checkbox"/> What kind of life do you hope to build? <input type="checkbox"/> Do your current abilities align with your dreams?		

Notes: The information provided herein is subject to revision by the relevant office. For the most up-to-date details, please consult the official WKU website.