

# PRECEPTOR CHECKLIST

## Prior to Preceptee Appointment

- Send advising syllabus to the preceptees. Update Blackboard advising section.
- All preceptees can be emailed in a batch with (your username-advise@stockton.edu).
- Send the Degree Works registration Help link <https://stockton.edu/registrar/degree-works.html>. The page can also be accessed on the Center for Academic Advising webpage.
- Review the preceptee's Degree Works-Hit process new to bring in any new information.
  - Confirm whether student is first year, sophomore, junior, or senior. Use the questions in the section below to start your conversation based on your preceptee's status.
  - Review credits and requirement progress (seniors in their last semester should have 98% requirements completed and 100% credits completed. The requirements will not move to 100% until final grades have been posted).
  - Review completed courses and credits to determine if any adjustments need to be made to the preceptee's degree evaluation.
  - Use Degree Works to input any notes that may be helpful to you and your preceptee. After creating the note hit Process New so that it will be visible to the next person who opens their Degree Works.

## During the Preceptee Appointment

- Welcome the student; introduce yourself.
- Verify the preceptee's major in Degree Works is consistent with their desired program.
- Ask the questions below (or similar) to jumpstart your conversation with your preceptee:
  - First-year students
    - How is your semester going?
    - What kind of careers can you see yourself having with this degree?
    - Have there been any difficulties you have encountered?
    - Are you aware of the resources available to you? (tutoring, counseling, career planning, study abroad, honors)
    - What courses have you been thinking about for next semester?

- Sophomores and Juniors

- How is your semester going?
- How are you doing in your major? Does it feel like a good fit?
- Internship Opportunities
- Clubs or sports involvement
- Service Learning

- Seniors - Remember to review graduation requirements and the application process

- What are your plans after graduation?

• **Collaborate with your preceptee to plan for courses for the upcoming semester.**

- Use previous notes and student ideas to plan courses.
- Show students how to register for courses on their own using Banner.
- Show students how to go to their Degree Works and click process new for updated audit to view any changes to their degree audit.

• **Wrap-up**

- Ask the student if they have any other questions for you to address.
- Students should leave with a list of courses they need to register for.
- Remind the student to log into Banner as soon as they are allowed to register for the selected courses. They can find their registration time in the student services tab under My Pre-registration Time link.
- Remind students to have alternatives for every class and use the power of the waitlist.
- Edit notes in Degree Works based on your conversation with your preceptee. Remember to hit Process New to update the degree audit.