

# Ways to Advise Remotely

**Remote Advisor:** Hi Miles, Early registration for Spring semester starts 10/24. Can I help you choose courses that will count towards your degree?

**Student:** How do I know which courses I still have to take to finish my degree?

*Here you have several options:*

*OPTION 1: Offer to look up the student's course map through a degree audit tool & provide them with a list of remaining requirements*

*OPTION 2: Provide guidance on how to use the tool themselves (send the toolkit guide). Follow up with the student to make sure they have completed the task.*

*OPTION 3: Set up a call or in-person meeting to walk through the steps together*

*OPTION 4: If not within the scope of your role, provide step-by-step guidance on where and how to get course planning help on campus*