

Student Advising Appointment Summary

Date: **[Date of Appointment]**

Student Name: **[Student's Name]**

Student ID: **[Student ID]**

Advisor Name: **[Advisor's Name]**

Appointment Time: **[Time of Appointment]**

Location: **[Location]**

Agenda

- Discussion of academic progress
- Course planning for next semester
- Addressing any concerns

Summary of Discussion

[Brief summary of the key points discussed during the appointment]

Next Steps

- [Action Item 1]
- [Action Item 2]
- [Action Item 3]

Follow-Up

Please feel free to reach out if you have any questions or need further assistance.

Best regards,

[Advisor's Name]

[Advisor's Contact Information]