

Instructions for completing the advising guide

In Faculty Member's Comments, please provide any advising information and check off the appropriate box. Cross out this section if you have no comments. Please write your initials next to your check marks, in red ink if possible.

- **Circle whether the student is or is not progressing satisfactorily in your course. If the student is not making satisfactory progress, please explain in Faculty Member's Comments.**
- **If you think the student is ready to transition from BSL to Academic ESL, have the student go to B118 for the assessment test. Please refer to REEP writing samples.**
- **If you are teaching ESL 099 and feel that a student is ready for ENG 111, attach an in-class writing composition to this advising guide. Please refer to REEP writing samples.**
- **If you feel that a student may skip a course, write which one and ask the student to speak to the Assessment Coordinator in B118.**
- **If you think the student needs to be re-evaluated for any other reason, explain in the Comments section and have the student see the Assessment Coordinator in B 118.**

Thank you very much for your cooperation!

E.S.L. Department Advising Guide

ESL students must bring one advising guide for each of their BSL/ESL courses to their advisor or to an ESL Advisor in Room B 118.

Student's Name

BSL/ESL Course

Student is/is not making satisfactory progress.

Faculty Member's Comments: *(Faculty may make recommendations, but course exemptions and level changes must be approved by the Assessment Center staff).*

-
- Student must take assessment test (room B118) to transition from BSL to Academic ESL.*
 - Student must take assessment test (room B 118) to transition from ESL 099 to ENG 111 (in-class writing sample attached).*
 - Student must speak with the Assessment Coordinator in B118.*

Faculty Signature _____ Date _____

Print Name _____

E.S.L. Department Advising Guide

ESL students must bring one advising guide for each of their BSL/ESL courses to their advisor or to an ESL Advisor in Room B 118.

Student's Name

BSL/ESL Course

Student is/is not making satisfactory progress.

Faculty Member's Comments: *(Faculty may make recommendations, but course exemptions and level changes must be approved by the Assessment Center staff).*

-
- Student must take assessment test (room B118) to transition from BSL to Academic ESL.*
 - Student must take assessment test (room B 118) to transition from ESL 099 to ENG 111 (in-class writing sample attached).*
 - Student must speak with the Assessment Coordinator in B118.*

Faculty Signature _____ Date _____

Print Name _____