**Preparing for your consultation with CECS student services**

Be prepared: before seeking a consultation, please;

1. **Review all the relevant information available to you** on ANU and CECS webpages. E.g.

* Your [program and courses](https://programsandcourses.anu.edu.au/catalogue) information
* ANU [Manage your study program](https://www.anu.edu.au/students/program-administration)
* CECS [Program Planning, Forms, Procedures](https://cecs.anu.edu.au/current-students/program-planning-forms-procedures)
* CECS [FAQs](https://cecs.anu.edu.au/current-students/frequently-asked-questions)

1. **Write down your questions** - be clear on what information you need.

Has your query been answered elsewhere? (See point 1, above).

Write a list of specific questions you have. If you have more than 3 questions, or your questions are complex, please [book an appointment](https://cecsacademicadvice.setmore.com/).

Q 3.

Q 2.

Q 1.

1. **Prepare your documentation** - e.g. study plan, draft proposals, fill out any forms.

See CECS [Program Planning, Forms, Procedures](https://cecs.anu.edu.au/current-students/program-planning-forms-procedures)

\*\*If you are unsure how to complete any docs/forms, please attempt to fill them out as best you can, with any options you are considering, so that our advisors can assist you.

1. **Be ready to share** **any documentation** with your advisors during your consultation so they can assist you. (Zoom has ‘share screen’ options).
2. **Attending the consultation**

In-person

* Please abide by [ANU COVID practices](https://www.anu.edu.au/covid-19-advice) – including, wearing a mask indoors

On-line

* Find a quiet space where you won’t be disturbed.
* Have your equipment set up and ready to go (internet connection, headphones, share screen options to share documents/information)

1. **Courtesy and professionalism**

* Review all the points in this checklist to ensure you are prepared for you consultation
* Understand there may be times where further investigation and information is needed. Your advisor will take down your details and get back to you.

To arrange your consultation, go to [CECS Student Services](https://cecs.anu.edu.au/current-students/meet-cecs-student-services)