

Schedule Advisement Appointment

A. Find out when you register.

- The Registrar typically sends out an email detailing registration times prior to advisement.

B. Find how your advisor is scheduling appointments.

Examples of how different advisors schedule:

- Email
- Online sites like Calendly
- Door Postings
- Drop-In's

C. Schedule an appointment that is convenient for you.

- Give at least one day's notice.
- Give yourself enough time between commitments so you can make it on time.

Prepare for Advisement

A. Look over your Academic Plan in Self Service and see what requirements you still need to fulfill.

B. Search next semester course offerings on Self Service.

- Find course offerings that fulfill requirements on your program sheet.
- Use Self-Service to view course prerequisites and course descriptions.

C. Create a tentative schedule.

- Be sure to go to your advisement appointment with this created.
- Have backup course options in case course sections are closed.

Advisor

Name: _____

Email: _____

Office: _____

Important Info

A. Registration Date and Time:

B. Advisement Appointment:

Discuss with Your Advisor

- Internship Opportunities
- Should/Can you pursue a minor?
- Share future educational academic, and career goals
- Brainstorm questions to ask:



Potential Next Semester Courses and Schedule

Courses Credit Degree Requirement Met:

1. _____

2. _____

3. _____

4. _____

5. _____

Backup 1: _____

Backup 2: _____

Monday	Tuesday	Wednesday	Thursday	Friday
8:30–9:20am	8:10–9:25am	8:30–9:20am	8:10–9:25am	8:30–9:20am
9:30–10:20am	9:35–10:50am	9:30–10:20am	9:35–10:50am	9:30–10:20am
10:30–11:20am	11:00–12:15pm Meeting Hour—No Class	10:30–11:20am	11:00–12:15pm Meeting Hour—No Class	10:30–11:20am
11:30–12:20pm	12:25–1:40pm	11:30–12:20pm	12:25–1:40pm	11:30–12:20pm
12:30–1:20pm	1:50–3:05pm	12:30–1:20pm	1:50–3:05pm	12:30–1:20pm
1:30–2:20pm	3:15–4:30pm	1:30–2:20pm	3:15–4:30pm	1:30–2:20pm
2:30–3:45pm	4:40–5:55pm	2:30–3:45pm	4:40–5:55pm	
3:55–5:10pm	6:15–8:50pm	3:55–5:10pm	6:15–8:50pm	
6:15–8:50pm		6:15–8:50pm	6:15–8:50pm	

What to do After Advisement:

- Wait until your designated registration time.
- Log onto Self-Service once it is your time to register and officially register for courses.
- Submit your schedule for approval.
- Contact your advisor if you have any questions.