

Student Pre-Advisement Worksheet

Additional Resources

1 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.

2 Prepare for Advisement

- __ A. Look over your program sheet and see what requirements you still need to fulfill.
- Your advisor may be able to email you a copy of your program sheet.
 - You may also obtain a copy of your program sheet by visiting the Academic Services Center.
- __ 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.

3 Discuss With Your Advisor...

- __ A. Internship Opportunities
- __ B. Should/Can you pursue a minor?
- __ C. Share future educational, academic, and career goals.
- Job search status (if applicable) and professional development opportunities.
- __ D. Brainstorm questions to ask:

4 Important Info

A. Registration Date and Time:

B. Advisement Appointment:

C. My Advisor Is:

Name: _____

Email: _____

Office: _____

5 Print out and bring completed form to your advisement appointment.

Potential Next Semester Courses

Course:	Credit:	Degree Requirement Met:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
Backup 1: _____	_____	_____
Backup 2: _____	_____	_____

Potential Next Semester Schedule

Class Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:10-9:25					
9:35-10:50					
11:00-12:15					
12:25-1:40					
1:50-3:05					
3:15-4:30					
Evening					
Online					

What to do After Advisement...



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