



**HILBERT COLLEGE**  
A CATHOLIC FRANCISCAN COLLEGE FOR ALL

## ACADEMIC ADVISING PREPARATION Student Pre-Advisement Worksheet

### STEP 1: SCHEDULE ADVISEMENT APPOINTMENT

\_\_\_\_\_ **A. Identify your advisor in Self-Service. Your advisor will send information on how to schedule an advisement meeting. Meetings are typically scheduled through:**

- Email
- Online appointment app (e.g., Calendly)
- Door Postings
- Drop-In Appointments

\_\_\_\_\_ **B. Schedule an appointment that works for you and your advisor.**

- Check your advisor's availability.
- Schedule a meeting and note it in your time management app or planner.
- I have scheduled my advisement meeting for \_\_\_\_\_
- My advisor's office number and email: \_\_\_\_\_

### STEP 2: PREPARE FOR ADVISEMENT

\_\_\_\_\_ **A. Review your major map on the [Academic Advising webpage](#) to determine which classes you should prioritize.**

- Program sheets are available under the "academic plan" tab on Self-Service.

\_\_\_\_\_ **B. Review your academic plan to determine which requirements and electives you need to fulfill.**

- The "Academic Plan" tab in Self-Service allows you to identify course offerings that fulfill the requirements of your degree program.

\_\_\_\_\_ **C. Search for available courses in [Self-Service](#).**

- Use Self-Service to view course prerequisites and course descriptions.

\_\_\_\_\_ **D. Create a provisional schedule.**

- Have backup course options in case course sections are closed.

### STEP 3: THE ADVISEMENT MEETING

\_\_\_\_\_ **A. What should I bring?**

- This completed worksheet
- Your provisional schedule
- Your charged laptop

\_\_\_\_\_ **B. What will we discuss?**

- Your provisional course schedule
- Your backup courses
- Internships, minors, & future academic goals

\_\_\_\_\_ **C. Brainstorm questions to ask:**

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### STEP 4: WHAT TO DO AFTER ADVISEMENT

\_\_\_\_\_ **A. Log on to Self-Service and add classes to your cart.**

\_\_\_\_\_ **B. At your designated registration time, go to your cart and register for your classes. [Click Here](#) for a video with instructions.**

\_\_\_\_\_ **C. Contact your advisor if you have any other questions.**

## POTENTIAL NEXT SEMESTER COURSES

Course	Section Number	Degree Requirement Met <i>(e.g., major requirement, General Education elective)</i>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
Backup 1: _____	_____	_____
Backup 2: _____	_____	_____

## POTENTIAL NEXT SEMESTER SCHEDULE

Monday/Thursday Lectures

Tuesday/Friday Lectures

Labs

Monday		Tuesday		Wednesday		Thursday		Friday	
8:00-9:20		8:00-9:20		1:30-3:10 Lab		8:00-9:20		8:00-9:20	
9:30-10:50		9:30-10:50		3:30-5:10 Lab		9:30-10:50		9:30-10:50	
11:00-12:20		11:00-12:20	Common Hour - No Classes	3:30-6:15		11:00-12:20		11:00-12:20	Common Hour - No Classes
12:30-1:50		12:30-1:50		5:30-7:10 Lab		12:30-1:50		12:30-1:50	
2:00-3:20		1:30-3:10 Lab		6:30-9:15		2:00-3:20		2:00-3:20	
2:00-3:40 Lab		2:00-3:40				2:00-3:40 Lab		3:30-4:50	
3:30-4:50		3:30-4:50				3:30-4:50		5:00-6:20	
3:30-6:15		3:30-5:10 Lab				3:30-6:15		6:30-7:50	
4:00-5:40 Lab		3:30-6:15				4:00-5:40 Lab			
5:00-6:20		5:00-6:20				5:00-6:20			
6:00-7:40 Lab		5:30-7:10 Lab				6:00-7:40 Lab			
6:30-7:50		6:30-7:50				6:30-7:50			
6:30-9:15		6:30-9:15				6:30-9:15			