

## Student Pre-Advisement Worksheet

### 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 works for you and your advisor.
- Check your advisor's availability.
  - 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.

### Additional Resources

### 3 Discuss With Your Advisor

- \_\_ A. Internship Opportunities
- \_\_ B. Should/Can you pursue a minor? A track?
- \_\_ 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: \_\_\_\_\_

Bring your laptop with this completed form, either digitally or printed, to your appointment.

### Potential Next Semester Courses

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

### Potential Next Semester Schedule

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



1. Wait until your designated registration time.
2. Log on to Self-Service once it is your time to register, add classes to the cart and register for courses. Click [here](#) for a video with instructions.
3. Submit your schedule for approval.
4. Contact your advisor if you have any other questions.