

Student's Guide to Preparing for an Advising Appointment

What is Academic Advising?

Academic Advising is the opportunity to work with a faculty or staff member on your path toward graduation. Faculty Advisors/Academic Advisors work with students to design a path to graduation by helping students stay on track academically, take advantage of opportunities in their major and at the university, and ensure you meet all graduation/major/university requirements. This is also a person you can speak with about any questions or concerns.

How to Prepare for an Advising Appointment:

Academic advising appointments often happen close to [registration time](#), so your appointment may only be about 30 minutes, so you need to make sure to come in prepared to have a good discussion with your Advisor. Here are some tips to help:

- 1. Make an academic advising appointment with your Advisor.** If you do not know your academic advisor or how to schedule an advising appointment, then contact your major's office and ask. Or you can check the department's website (usually under a tab or menu called "Academic Advising").
 - a. Make sure to check your email since your department or Advisor have send out an email with directions on how to schedule an advising appointment.
 - b. **Once your schedule your appointment, put it in your phone's calendar (with an alert for the day before and an hour before your appointment) or your paper planner/agenda.**
- 2.** Make a list of questions and/or concerns to speak about with your Advisor. Remember they are there to help you with more than just scheduling classes. Have real conversations about things that matter.
 - a. Consider asking questions about issues beyond registering for classes for next semester, such as internships, study abroad, or your plans after graduation etc. If there isn't enough time to talk about these topics, ask to make another appointment with them after advising registration is over.
- 3.** Get your advising materials together. Most students use:
 - a. A copy of their Core requirements, major/minor requirements and the [Class Search](#) page. If you don't have paper copies of your Core/major/minor requirements, just pull up your '[Unofficial Degree Evaluation](#)' in BOSS. It will have all of that information for you in one place!
 - b. **Directions for pulling up your 'Unofficial Degree Evaluation'**
- 4. Make a tentative class schedule** with the courses you are thinking about taking (with one or two alternatives) and bring it with you when meeting with your Advisor.
 - a. Check if your class selections require prerequisites and/or co-requisites.
- 5. Please be on time for your advising appointment!**
 - a. **If you need to cancel or reschedule, call the department as soon as possible.** This is a busy time for everyone.

Need help preparing for your Advising appointment? Contact [the Link](#) to make an appointment at 501.537.0784.