Preparing for Advising Meetings

*Use this check list to prepare for advising meetings with your LSY Academic Advisor.*

1. **For scheduled meetings:**
   - *Plan ahead.* Know how to set appointments with your advisor, and schedule your appointment at least 48 hours in advance.
   - *Come on time* (or a few minutes early). Wait for your appointment in the Administrative Assistant’s area in 2717 Bostian Hall (not in the hallway).
   - *Come prepared.* Bring all materials (including completed Advising Forms) that your advisor has requested, and keep up with these materials in your designated Advising Folder.

2. **For drop-in meetings:**
   - In addition to scheduled meetings, your advisor is also available for *quick* questions during “Drop-In” or “Walk-In” hours. Your advisor will post these hours outside of their office, and usually also include this information in their email signature line.
   - It is not necessary to schedule an appointment for Walk-Ins. However, it is courteous to email your advisor in advance to let them know what time you plan to drop by and provide a general idea of the questions/concerns you would like to discuss.
   - Be respectful of Walk-In times; these are for short meetings. If you have a concern that will take longer than 10 minutes to discuss, it is best to schedule or request an appointment. Leave Walk-In hours available for those students with quick questions.

3. **For Enrollment Advising (October):**
   - Begin by finding your *enrollment date* in MyPack Portal. (Your Enrollment date and time appear on your Student Center page, on the right hand side.)
   - Look for an email from your advisor, and follow his or her instructions on how to schedule an enrollment advising appointment. Be sure that your scheduled appointment falls before your enrollment date. Appointment slots fill quickly; it is your responsibility to schedule your appointment early, to be sure you are seen prior to your Enrollment Date.
   - View the tutorial for using the Degree Planner (link can be found on LSC 103 Moodle site).
   - Use the Degree Planner in MyPack Portal to plan *Spring 2015 and Summer 2015 (if applicable)* courses you will take for your intended major.
     - Be sure to assign a term to each course you plan.
     - Check your pre-requisites after you have planned your classes to ensure all are met.
   - The Course Schedule for Spring 2015 will be available in early October, so feel free to create your Shopping Cart before you come to your meeting. *Your Shopping Cart does NOT replace using the Degree Planner for Spring courses.*
   - Complete the Advising Form – Second Advising Meeting Fall 2014, prior to your meeting and bring these sheets to your appointment in your advising folder.
   - Print off 8-semester displays (found on the Registration & Records website) for the three majors explored in your Major Exploration Assignment and bring these sheets to your appointment in your advising folder.
   - Fill out a Grade Record (found in your course packet) for each of your classes and bring it to your appointment in your advising folder.
   - Note that if you come unprepared to this meeting, you will need to reschedule your meeting which may be after your enrollment time. In addition, your holds may not be released until you complete the requirements listed above.