

Please utilize this checklist to prepare for your pre-registration advising appointment.

- Setup an appointment with your academic advisor using the “Schedule an Academic Advising Appointment” link in Unify. [Instructions for how to schedule an appointment.](#)
- Pre-Planning for your Appointment:
 - Review your DegreeWorks prior to your appointment.
 - Look through all your required classes and options and make sure everything looks correct
 - Make sure when you are looking through your DegreeWorks that you have asked yourself these questions:
 - **Is my major and minor correct?** If you have a certificate program or a second major that is a different degree type (BS/BA/BBA) you will need to click the arrow by the degree located near your name to switch your DegreeWorks to your second degree or certificate.
 - **Write down any questions you may have regarding Degreeworks.** Does something look odd? A requirement you are unsure of?
 - **GC Journeys**, click the What-if tab on Degreeworks, under Degree select “Transformative Experiences”, click process What-if. Are there career planning milestones you want to complete this year? Are there transformative experiences you want more information about? (Study abroad, internship, research). Write these down to discuss with your advisor.
 - Create a rough draft plan of what you are wanting to take in the upcoming semester to bring to your advisor at the given date of your appointment

Information Needed for Upcoming Appointment

You need to fill out this information and bring with you to your appointment so you are prepared to talk with your advisor.

Name:

GCID:

Advisor:

Appointment Date/Time:

Anticipated Graduation Term:

List course(s) and/or area(s) you plan to complete next semester:

List any questions you have for your advisor:

Goals you have for the year. (Consider academic, GC Journeys, career/major exploration)

Utilize the space below for notes during your advising appointment

Notes from your appointment:

Tasks: