Student Checklist

BEFORE ADVISING SESSION:

- Go over your DegreeWorks degree audit and course descriptions.
  (This will give you an idea of what courses you need to take, when to take them, and
  what prerequisites are needed.)
- Look at the class schedule online: http://tamut.edu/Student-
  Support/Registrar/Current%20Schedule.html
  (Consider what classes you need to take and when you want to take them. Keep in
  mind your work schedule and other obligations.)
- Create a list of courses you intend to take.
- Check for holds on Web for Students.
  (You cannot register until holds are cleared.)
- Keep your contact information current and important documents organized.
- Bring relevant documents, pen, and paper to your advising session.
- Schedule an appointment to meet with your Faculty or Academic Advisor.

BRING TO YOUR ADVISING APPOINTMENT:

- Your DegreeWorks audit printed out
- List of courses you plan to take
- Pen and paper

AFTER ADVISING SESSION:

- Register for courses in Web for Students
- Check deadlines for payment
  (Be sure to adhere to those deadlines, so you are not dropped.)

NOTES:
Advisor Checklist

DURING ADVISING SESSION:

║ Review student advising documents
║   o DegreeWorks degree audit
║   o List of courses student intends to take
║   o Relevant documents (i.e. copies of substitution cards)
║ Discuss academic progress
║   o Give student feedback on selected courses
║   o Suggest additional course options
║ If needed...
║   o Provide documentation and submit forms as necessary (i.e. registration overrides, substitution cards, independent study)
║   o Refer student to appropriate resources

HELPFUL REMINDERS:

║ Register for classes in Web for Students
║ Check deadlines and submit payment

OPTIONAL TOPICS:

║ Current classes and midterm grades
║ Future career, graduate, or professional goals
║ Scholarships

NOTES: