

# Academic Advising

## Student Resource

## Appointment Checklist

### Preparation

|  |   |
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|  | Schedule an advising appointment with your advisor well before your registration date   |
|  | Create a reminder for yourself (phone/calendar/post-it note)  |
|  | Check if you have any holds via your portal that would prevent you from registering   |
|  | Review your Degree Audit Report to determine general education and major classes yet to be fulfilled – consider retaking courses you may have failed  |
|  | Create 2 possible schedules using the “Course Offering” function in the portal  |
|  | Bring the major declaration form to your appointment if you are ready to declare – keep in mind that you must declare a major before the end of your first year   |
|  | Financial Considerations: <b>ALWAYS</b> check with Financial Aid before withdrawing from any class (e.g. MN State Grant requires students take at least 15 credits per semester). If you go above 18 credits you need to get approval from the Dean of Student Success; each additional credit over 18 costs extra. |

### Review Progress toward Graduation

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|  | Earn a minimum of 122 credits total  |
|  | Earn 45+ upper division credits (courses at the 300 level or higher)       |
|  | Earn a minimum cumulative <u>and</u> major GPA of 2.0                      |
|  | At least 60 semester credits completed at Saint Mary’s (transfer students) |

### Advising Appointment: Items to Bring

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|  | A current copy of your Degree Audit Report (found in your portal)  |
|  | Your advising notes and questions (Tip: Keep an advising file or folder for reference)   |
|  | The 2 schedules you created – bring extra scheduling grids and a pencil as well  |
|  | A list of questions, concerns, academic & personal goals, etc.   |
|  | A list of important things your adviser should know, i.e., if you plan to study abroad, if you are an athlete or involved in theatre, if there are things you are struggling with or want to share with your adviser, etc. |

### Registration Dates

|            |  |
|------------|--|
| Seniors    |  |
| Juniors    |  |
| Sophomores |  |
| Freshman   |  |

**Note: It is the student’s responsibility to monitor his/her own progress in satisfying University requirements.**