

Business Advising Center Pre-Advising Worksheet

Name: _____ myWSU ID: _____

Current Major(s)/Minor(s): _____ Semester (circle): Summer Fall Spring

Appointment Date/Time/Advisor: _____

What I plan to discuss with an advisor:

- AP/IB/CLEP credit
- Adding/dropping a class
- Register for classes
- Complete a form
- Study abroad/NSE
- Need help in general
- Changing/Add a major or minor
- Graduation planning
- Holds
- Transfer credits
- Other _____

List questions here:

Before your appointment:

1. Print any forms that need to be completed (VA form, Financial Aid, etc)
2. Complete this worksheet including tentative schedule below.
3. Be aware of your holds and make sure they are lifted.
4. Take any outstanding Advanced Standing Assessments.
5. _____
6. _____

Build your semester schedule below. When you meet with your advisor they can help to fine tune your course selection.

| How to make your schedule | Course Abbreviation | Course Reference Number (CRN) | Days and Times |
|--|---------------------|-------------------------------|----------------|
| 1. Check your degree audit for a list of requirements at: myWSU/"My Classes" tab/"Run My Degree Works Audit" | Ex: ENGL 101 | 12345 | MW 9:30-10:45 |
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| | | | |
| 2. Look up available classes at: myWSU/"myClasses" tab/"Registration Banner 9" app | | | |
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| | | | |
| 3. List tentative schedule in the boxes on the right to prepare for your meeting | | | |
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