Advising Preparation for NAME:

1. **Where to look for your degree audit.** MyWestminster-Academics-Degree Information-Degree Audit Worksheet.
2. **Where to look up your road map.** MyWestminster-Community-Groups-School of Business-Sports Management. ***365/24/7 tool.***
3. **Where to look for where to register** (including the clearance). MyWestminster-Academics-Registration.
4. Where to look up what classes are offered. [LINK](https://www.westminster.edu/academics/course-schedule.cfm?term=30).
	1. Option 2 – MyWestminster, Academics, Registration, Course Search. *This option allows you to look at the course description.*
	2. You can also look at the course description in the Westminster Catalog. [LINK](https://www.westminster.edu/academics/catalog.cfm).
5. Sports management students pinpoint 7 classes, not 4.
	1. Why? We come prepared for the unexpected *(ex. a class filling up or being cancelled).* *We do not like sitting on wait lists.*
6. **The importance of looking at what is offered the night before you come in for advising.**
	1. How many seats are left in each of your preferred classes??? THAT determines the order in which you “add” the classes to your schedule when you register.
7. **Did you go through the clearance check on MyWestminster?** Do that the day before you register. Don’t wait until the morning that you register.
8. **Troubleshooting**
	1. Are you looking at the right term of what is being offered *(ex. don’t look at fall 2018 if you should be looking at spring 2019)*?
	2. Do you know what date/time you register?
	3. Do you have any financial holds that would keep you from registering?
	4. Looking ahead, are there any courses that you NEED that are designated as only being offered in certain semesters *(ex. fall odd years, fall even years, spring odd years, spring even years)*?
	5. If you’re a double major, are you taking the correct math course?

**Course Letters Number Section Name Day/Time Offered**

1.

2.

3.

4.

**BACK-UPS**

5.

6.

7.

**QUESTIONS FOR DR. ZULLO**