



Pre-Advisement Checklist for Students

Complete the following steps to prepare for your Academic Advising appointment.

Step 1. Review your Degree Progress

Step 2. List your Courses and Expected Grades

Step 3. Prepare a List of Courses for Next Semester

Step 4. Prepare a List of Topics & Questions for your Advisor

Step 5. Schedule your Academic Advising Appointment

Step 1. Review your Degree Progress

- Using [Self Service](#) check your academic plan. The academic plan allows students to see what courses they have taken and if the course is counting towards an Arcadia Undergraduate Curriculum (AUC) and/or major requirement. The academic plan allows students to see what courses are In Progress as well as what has been completed.

Step 2. List your Courses and Expected Grades

- Write down all of the courses you are currently taking and the grade you anticipate you will achieve. You can use this printable guide to [prepare for the conversation \[pdf\]](#) with your advisor.

Step 3. Prepare a List of Courses for Next Semester

- Using [Self Service](#), check your academic plan for degree requirements you have not yet met and then look through the available courses for the following semester that could meet those requirements. You can search for available courses including when they are offered by filtering for a specific year, term, and session. Make sure to utilize the Advance Search option to capture multiple fields together, including but not limited to Arcadia Undergraduate Curriculum Requirements, Department, Program, Instructor and more. You can use this printable guide to [organize your list of courses \[pdf\]](#) to prepare for your conversation with your advisor.

Step 4. Prepare a List of Topics & Questions for your Advisor

- Write down things you may want to discuss with your advisor including: next semester courses, questions about your major or minors, goal setting, successes and challenges from the current semester, coursework at another institution, study abroad, internship opportunities, and experiential learning opportunities. You can use this printable guide to [prepare for the conversation \[pdf\]](#) with your advisor.

Step 5. Schedule your Academic Advising Appointment

- As an undergraduate student, your schedule must be reviewed by your advisor. Once your courses are added and you have proceeded to registration, your advisor will receive a separate notification from SelfService to review your requests. During this time, your courses are holding a seat for you until final approval is processed by your advisor in SelfService.