

### How to Prepare for Your Advising Appointment

- Determine who your advisor is in Banner Self-Service (Click on Student Services → Student Record → General Student Record.)
- Contact your advisor to make an advising appointment **well in advance** to your registration start time. It is recommended that you contact them **at least one week before you register.**
- Complete the Advising Worksheet from the Chemistry Department website (Click on Advising under the Undergraduate Program) and bring it with you to your advising appointment. This is a tentative schedule of what you will take in the next semester. **Your advisor will not meet with you unless you have completed this worksheet ahead of time.**
- At the end of your advising appointment, you and your advisor will sign off on the Advising Worksheet. A copy will be given to you and a copy will be kept in the Chemistry Department. You should keep your copy in a permanent file.
- Your chemistry advisor will primarily advise you on your chemistry degree requirements. You should consult with an advisor in the COAS Advising Center regarding General Education requirements.
- It is recommended that you submit a plan of your entire chemistry coursework to your advisor in the semester you have declared chemistry as your major. Your advisor will check it and discuss it with you.
- Please note that you can and should meet with your advisor at times outside of the registration period if you want to discuss academic issues and career goals in more detail.