

## How to Prepare for Your Advising Appointment

- Determine who your advisor is in Connect. Log in to connect.uncc.edu using your NinerNet credentials. Your advisor will be listed in the right column near the bottom of the page (under your picture) as part of your Success Team. If no advisor is shown, contact Mrs. Michael.
- Contact your advisor to make an advising appointment **well in advance** of your registration time. It is recommended that you contact him/her **at least two weeks before you register**. Some advisors will have advising appointments that can be accessed through Connect. If no availability is shown for your advisor, contact him/her directly via email.
- Complete the Advising Worksheet from the Chemistry Department website (click on Advising under the Undergraduate Program tab) 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.**

You should complete the Advising Worksheet by checking your DegreeWorks audit. DegreeWorks can be accessed from Connect where it shows up in the right column under Links. DegreeWorks will show the courses that still remain for you to complete your degree. You need to make sure that you meet the pre-requisite for any course that you wish to enroll in.

- At the end of your advising appointment, you and your advisor will sign the Advising Worksheet. A copy will be given to you and an electronic copy will be placed in Connect as a Note.
- Your chemistry advisor will primarily advise you on your Chemistry degree requirements. You should consult with an advisor in the CLAS Advising Center (Fretwell 245) regarding General Education Requirements. The CLAS Advising Center is usually open for this type of advising on a walk-in basis on Wednesday afternoons.
- It is recommended that you submit a plan of your entire chemistry coursework to your advisor in the semester that 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.