

Academic Advisor Meeting

Student Name: _____

Each semester, students should plan to meet with their academic advisor to prepare for the coming semester and re-visit their educational and career goals. Advisors are wonderful resources on campus and can help you with many different situations.

What are two of the situations that you learned your academic advisor can assist you with today?

1. _____

2. _____

Now that we have a better understanding of what our academic advisors can help us out with; let's talk about how to prepare for our meeting with them!

Before the Meeting: You do not want to go into this meeting unprepared. Take a few moments to think about what resources we talked about today. Choose a minimum of two of those resources to use in preparation for your meeting.

1. _____

2. _____

Here are some resources you should investigate, think about, and work on now, **prior to** your meeting with an advisor:

- Review degree requirements
 - You can run a Degree Evaluation through the Howdy portal on the My Record tab. This will show your degree requirements, current credit, and show remaining classes you need.
 - If you are considering changing your major, you can review various degree and core curriculum requirements in the catalog located online at catalog.tamu.edu/undergraduate/ (click print catalog and download it) or run a "What-If" Analysis in Howdy. Be sure to check out Transition Academic Programs' website tap.tamu.edu for change of major requirements, the Fish Form, and information on the General Studies (GEST) major.
- Check to see if your credit has transferred and been accepted.
 - AP credit can be found on Howdy > My Record > Grades and Transcripts box > Credit by Examination. It is recommended that you talk with an advisor *before* accepting course credit.
 - Transfer/dual credit can be found on your unofficial transcript. Howdy > My Record > Grades and Transcripts box > Unofficial Transcript
- Schedule an appointment with your advisor. In some cases you will not be able to walk in and visit with advisor immediately.

During Your Meeting:

- Don't be afraid to ask questions!
- In the space below, write down three questions that you want to make sure that you ask your academic advisor:

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I **should** see my Major Advisor for:

Major Advisors process required University paperwork for majors.

- Q-drops
- Withdrawal
- Degree Plan Approval (if required by your department)
- Pre-Registration Advising

Possible questions for my academic advisor:

- How can I find my degree requirements?
- What is the recommended order of courses for my degree plan?
- What are the GPA and credit hour requirements for my major?
- What are common minors that students in this major declare? How do I declare a minor?
- Where can I receive tutoring help?
- Who do I contact about exploring majors? When do I need to change my major?
- What is the deadline for to Q-Drop a course? How do I Q-drop a course?

Create a draft schedule:

When you begin to make your draft of next semester's schedule: login to Howdy and, click on the registration (new) icon in Howdy and start planning your schedule using the registration worksheet.

Aggie Pro Tips:

- Create routines through consistent start times for morning classes
- Distribute classes throughout the week
- Plan for meals, breaks, and traveling to/from class
- Must complete Lab Safety Acknowledgement each semester to register for certain lab courses (see attribute on section if needed)
- Check Prerequisites and watch for Restrictions (e.g. only for certain majors) for *each* section

