

Preparing for Your Advising for Registration Meeting

Before you are permitted to register for classes for the upcoming semester you are required to meet with your primary advisor to review your academic progress and approve a proposed schedule of classes. The steps listed below will help you prepare for that meeting. Please take some time to complete this worksheet and bring it with you to your appointment.

- **Run a copy of your degree evaluation.** The degree evaluation is a great tool to help you determine where you are in your progress towards a degree. It will show you how the courses you have taken and are registered for fit in to requirements for graduation, Liberal Studies and your major if you have chosen one. You can even run a "what if" evaluation for any major you may be considering. Directions for running an evaluation are on the back of this worksheet.
- **Check the online catalog for course description information about Liberal Studies requirements and courses for your major or any major you are considering.** Generally, a freshman you can take courses numbered in the 100's. Checking the course descriptions in the catalog will not only give you information about the course content but will also list any prerequisites you may need to take before you can register for a course or other restrictions that may apply. Directions for finding course information are on the back of this worksheet.
- **Prepare a list of courses you would like to take in the upcoming semester and bring the list to your appointment.** Using the information you collected from your degree evaluation and the online catalog list the courses you feel you should take next semester along with alternates in case any of your preferences are not available.

Courses for next semester:

<u>(Example) HIST 141 Turning Points in US History</u>	<u>Alternate PAR 106 Origins of Western Religious Trad</u>
1. _____	Alternate _____
2. _____	Alternate _____
3. _____	Alternate _____
4. _____	Alternate _____
5. _____	Alternate _____
6. _____	Alternate _____
7. _____	Alternate _____

List anything you want to discuss with your advisor about your degree evaluation, requirements or academic progress.

What are your current career plans or interests?

To run a degree evaluation:

1. Log into MyCat (<http://mycat.wcu.edu>).
2. Click on the "Personal Services" tab.
3. Click on "Student" tab.
4. Click on "Degree Audit/Evaluation".
5. Choose the appropriate term (if this is an option) and click submit.
6. You will see your current curriculum information including your major. To run a degree audit/evaluation, click on "Generate New Evaluation" in the middle of the page at the bottom.
7. Select the button next to the major you wish to run an audit for and click the Generate Request button.
8. Wait patiently for the audit to generate.
9. Select the button next to "Detail Requirements" and click submit.
10. Voila! You should now see your degree audit. Courses you still need to satisfy will appear with a red No next to them.

To run a "What-if" analysis if you want to check out a possible major follow steps #1 - #5 above, then:

1. You will see your current curriculum information including your major. To run a What-if Analysis, click on "What-If Analysis" in the middle of the page at the bottom.
2. Select the Entry term that represents when you plan to declare your major.
3. Select the program which you are thinking of majoring in. Click the continue button.
4. Click on the Major. If you would like to add a concentration or minor then click add more. Keep clicking add more until you see what option you want to add.
5. Hit submit button once you have everything you want to have as a major, concentration, and or minor.
6. Click the Generate request button.
7. Select the button next to "Detail Requirements" and click submit.
8. Voila! You should now see your What-if analysis. Courses you still need to satisfy will appear with a red No next to them.

To find Liberal Studies requirements, degree information and course descriptions in the online catalog go to <http://catalog.wcu.edu>.

1. For Liberal Studies requirements
 - Click on "General University Degree Requirements".
 - Click on "Liberal Studies Program Requirements".
2. For degree information for a particular major
 - Click on "Programs by Entity".
 - Click on "Display programs for this department".
 - Click on your major (or minor if applicable). This will provide you with an outline of your degree requirements. Under "Additional requirements" you will find a link to your department's web site.
3. For course descriptions
 - Click on "Course Descriptions" and use the filters to assist you search.

To make an appointment with your advisor

You will be receiving an email from the Registrar's Office at mid-semester reminding you about setting up a meeting with your advisor to prepare for registration. This email will contain links to information that will help you prepare for your appointment.

If you have declared a major the email will include your faculty advisor and you should set up your appointment with him or her instead of with your professional advisor. Most faculty advisors will post an appointment sign up sheet outside their office for you to stop by and schedule a meeting time.

If you have decided to change your major or have not declared a major you will meet with your professional advisor. If your advisor is in the Advising Center, Honors College or Student Support Services you can make an appointment online. Instructions can be found at advising.wcu.edu by clicking on "**Current Students**" and then "**Make an Appointment**". If you are still unsure who your advisor is or need assistance scheduling an appointment just call the Advising Center at 828-227-7753 for help.