



What am I Supposed to Do About Academic Advising?



Pre-Advising Checklist

- 🍎 **Schedule an advising appointment with your academic advisor** through [Navigate](#).
 - Most academic advisors will contact current students via MTSU email ahead of priority registration to ask them to schedule an appointment.

- 🍎 **Gather your advising materials in your academic advising folder** (or documents saved on your computer). These documents include:
 - Upper Division form
 - Academic Map
 - Academic Plan
 - Admission to the Teacher Education Program checklist
 - Other documents related to advising

- 🍎 **Compare your documents** with your [Degree Works](#) audit report.
 - To access Degree Works, login to [Pipeline](#) from the MTSU website. Click on **Registration & Student Records**. Then, click on the **Degree Works** button or the **Degree Works** link found under **Academic Records**.
 - If you need help using Degree Works, click [here](#). You can also click [here](#) to learn the benefits of Degree Works.
 - *Note: for students expecting to receive federal aid, please review information regarding the federal requirement related to Course Program of Study (CPoS) - www.mtsu.edu/cpos/*

- 🍎 **Ask yourself the following questions:**
 - Am I on track? What am I missing?
 - Will missing courses be offered during the upcoming semester and/or term?
 - *For transfer students ...* Have I been awarded all of the transfer credit I anticipate to receive?
 - Do I need to ask my advisor if a course substitution is necessary?
 - Are there any current courses I may need to repeat based on my current grades?
 - Do I expect I will need to drop a course for this current semester? If so, how could it affect my Financial Aid?

- 🍎 **Search for courses needed for the upcoming term** via [Pipeline](#) using the Look Up Classes link. Bring the list of courses needed along with an alternate list to your advising session to discuss with your advisor.
 - When building possible course schedule options within [Schedule Planner](#), look at the course delivery options for each section you plan to register for in the following term. Information on identifying the course delivery types and where to find this information in Schedule Planner and on Pipeline's Look Up Classes option is available here:
<https://www.mtsu.edu/regISTRATION/spring2021schedule.php>

- 🍎 **Be prepared to talk with your advisor** regarding any questions or concerns you have as a student. Let them know if you have concerns or need help with a course, getting connected with campus resources, or planning for your career. They will be able to help guide you to the support you need.