

# Owning Your Advising Meeting

A PENNWEST STUDENT GUIDE TO PREPARING FOR REGISTRATION

Your academic advisor is a valuable partner in your college journey, but this is your future to build. The more prepared you are, the more you will get out of every advising conversation. This guide is designed to help you take charge of your academic planning and advocate for yourself. Taking the time to prepare allows you to define the starting point for our conversation, empowering us to work together to design a plan that truly fits your goals.

## Before your appointment: Prepare

Great advising meetings start with preparation. Complete these steps **at least one week** before your appointment:

## Review Your Degree Audit in Degree Works

Degree Works is your personal graduation roadmap. Access it through myPennWest > Student Self-Service. Look for:

- **Green checkmarks (✓)** = Completed requirements
- **Blue half circles (◐)** = In-progress courses
- **Red circles (◦)** = Still needed
- **Not Counting Toward Degree** section (ask your advisor about any courses here)

## Check for Holds

Holds can block your registration. In myPennWest, check for holds related to financial aid, student accounts, or advising. Resolve them before your appointment by contacting the appropriate office. Not sure where to start? Check out this [Hold Handout](#) for help.

## Browse the Course Schedule

Search for courses that fulfill your remaining program requirements. Note the course prefix, course number, course section, meeting times, and instructor. It is helpful to include the 5-digit CRN as well. This number is associated with a specific course section and allows you to register without searching for each class individually. Having backup options ready shows initiative and keeps your meeting focused.

## Know Your Registration Time

Find your time ticket, which contains your registration date and time, under Registration > Prepare for Registration. Schedule your advising appointment before this date so your hold can be lifted in time.

# What to Bring: Your Preparation Checklist

Come to your meeting with:

- A writing utensil and paper or an electronic device to take notes.
- A list of courses you plan to take or have questions about (with course prefixes/ numbers and CRNs, plus backup options).
- Questions you want to ask (see ideas below).
- An open mind; your advisor may suggest adjustments to your plan based on course rotations and seat availability.
- Develop and bring with you a list of questions. See ideas on this page.

## Connecting Your Career to Your Degree

1. [Take this quiz.](#)
2. Follow the steps that follow the quiz. This will guide you through additional resources.
3. Discuss those resources with your advisor to see what the appropriate next step is.
4. Consider consulting with your career coach either before or after your advising appointment.

## During Your Appointment: Make It Count

### Be on Time and Ready

Arrive on time with your materials. If you need to reschedule, give as much notice as possible – advising slots fill up quickly during busy registration periods.

## Questions to Ask Your Advisor

Advocate for yourself by asking thoughtful questions:

- Am I on track to graduate on time?
- What should I take if [course] is full?
- Is there a sequence I should follow for my major courses?
- Have you assessed where you are on your career readiness journey? Use the results of your Career Readiness Quiz to assist you.

## After Your Appointment: Take Action

1. **Register for classes** as soon as your time ticket opens. Classes fill fast!
2. **Confirm your schedule** shows registered for each course.
3. **Follow up** on any action items from your meeting.
4. **Save your updated Degree Works audit** for your records.

## A Note About Expectations

### Your advisor CAN:

- Help you understand your degree requirements
- Advise on course selection and sequencing
- Discuss career connections and opportunities
- Connect you with campus resources

### What you should NOT expect your advisor to do:

- Look up all course times and options for you (that's your job!)
- Read your mind – bring your questions
- Know what emails you've received about registration (check your PennWest email daily!)

**Remember:** Your advisor doesn't know what you don't know. The more you share about your goals, challenges, and questions, the better they can help you.

## Quick Reference: Key Tools

Tool	What It Does
<b>Degree Works</b>	Shows your progress toward graduation and remaining requirements
<b>What-If Tool</b>	Explore how your courses would apply to a different major or minor
<b>Browse Classes</b>	Search for available courses before registration opens
<b>GPA Calculator</b>	Plan what grades you need to reach your GPA goals
<b>Career Readiness Quiz</b>	Use this to help you Explore, Prepare, Experience, Connect
<b>O*NET / Bureau of Labor Statistics</b>	Use these to research job growth and salaries to make informed career decisions

### Need Help?

- Questions about courses or your program? Contact your advisor (listed at the top of your Degree Works audit).
- Questions about Degree Works or registration tools? You can find information [here](#) about Degree Works. You can also talk to a [Success Coach](#).
- Questions about how your major connects to a career, the results of your readiness quiz, or internships? [Schedule an appointment](#) with your Career Coach.