Advising Appointment Checklist

***Review/Complete before your advising appointment***

*Academic Advising is for your benefit. To get the most out of your advising appointment, take some time to prepare by completing the tasks on the checklist.*

# Take Time to Look at Potential Majors:

[ ]  Are you planning to transfer? If so, what college(s) are you considering?

[ ]  Does the college offer the major that interests you?

[ ]  Look at the major requirements and share any information that you find during your appointment.

[ ]  Not sure where to start? Consider the [**Associate of Arts and Sciences (AAS)**](https://www3.uwsp.edu/wausau/academics/Anon/new%20aas_degree_worksheet.pdf) degree. The AAS is the foundation for many college majors and Bachelor degrees.

# Log into [accesSPoint](https://accesspoint.uwsp.edu/my.policy):

[ ]  Follow the directions to view your registration appointment time:

* Click on the **My Classes tile** and choose **“Registration Dates.”** After you **select a term**, your registration appointment will show.

*Note: Your Shopping Cart Appointment is when your Shopping Cart is available. Classes will sit in your shopping cart until you enroll. Your* ***Enrollment Appointment is when you can register for classes****.*

[ ]  Check your **Tasks Tile** to see if you have any holds that will prevent you from registering.

[ ]  Go to the **Search for Classes** tile and look at the classes that are available for the semester. Filter the class selections by choosing the **Wausau Campus.**

[ ]  Write down any classes that interest you.

# Schedule an appointment with your advisor

[ ]  Make your appointment in one of the following ways:

* Call the Solution Center at 715-261-6235.
* Download [**Navigate**](https://www3.uwsp.edu/navigate/Pages/students.aspx) and request an appointment with your advisor.

# Bring the following to your appointment:

[ ]  Notebook to take notes on what is discussed during your appointment.

[ ]  A folder to keep all your advising handouts/information.

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