

## Instructions for Advisement – Step-by-Step

In the interest of facilitating review of your standing and your academic plans, follow the process below. Once you have finished, set up your appointment.

1) Download from BSU Bulldog connection the following

- Your advisement/degree progress report
- Your academic transcript or
- Your transfer transcript if you transferred in
- Your course history of classes taken

2) If you transferred into BSU, obtain and make copies of your transcripts from your former school(s) and bring them with you

3) Obtain the appropriate advisement/guidance sequence sheet for your concentration and emphasis track. Read the headings on the sheet so you select the correct sheet! These sheets are found in the rack outside of the department office – CBGS---- Also check the catalog for your program requirements.

3) Start with your department sequence sheet as your guide, using page 1, the front side of the page, which shows the sample year-by-year guide. Review the sheet and check off what you have already taken. If your course completion was by transfer in of credit from elsewhere, mark that course with a TR or other means of recognizing it as transfer credit.

4) Next, highlight/identify what courses you are currently enrolled in. Now, refer to your degree progress report from Bulldog Connection. Find each course from the department sequence sheet that you have taken and indicate on the department sequence sheet where the course taken appears on your degree progress report (page number – top of page, middle or bottom of page). This will enable us to use your department sequence sheet to quickly and efficiently confirm that your courses taken have been captured and recorded by the BSU computer system. Note that in some instances, your degree progress report and the sequence sheet may seem at a variance. Identify any variances, questions and issues and we can quickly resolve them.

5) Make a draft of your proposed schedule for each term for which you are planning to register (fall, winter, spring, summer)

6) Obtain an Adviser Verification for/registration form for each term and bring it with you. Once we are in agreement, fill out the registration form with your student ID number and contact phone numbers. Your advisement holds can now be lifted and you can register on-line.

Now you are ready to set up a meeting and we can move you forward quickly and efficiently. At that point, contact your advisor by email or by phone.