

## Advising Appointment Tips

To make the most of your time with your advisor, it is essential for you to prepare for your appointment and be prompt.

- **Find your academic advisor.** Your advisor is assigned based on your program of study and your primary campus location. To find your advisor, visit My Gateway and select “My Profile” from the menu. Your advisor’s name is listed at the bottom of the “My Profile” page.
- **Schedule an appointment with your advisor** well in advance of your registration date. You can find your registration date in My Gateway by clicking “When Can I Register?” under the “Registration & Schedule” heading.
- **Review your program requirements and your progress** on My Gateway by clicking “Program Evaluation/My Progress” under the “Academics” heading. Also review your Academic Plan. This will help you know what courses you still need to complete for your program and help you plan what courses you would like to take for the upcoming semester.
- **Write down a list of questions** to ask your academic advisor. These can be questions about the current or future semester, certificates, petitioning processes, transfer options, and additional advising resources.
- **Print a copy of your Program Evaluation/My Progress** from My Gateway. This can be found under the “Academics” heading. Don’t worry if you don’t know how to fully understand your Program Evaluation -- your academic advisor will help you with this process.
- **Assess how the current semester is going for you.** Do you like your current schedule? Are you taking a comfortable amount of credits? How much are you working and spending time with your family? Do you have enough study time built into your day? The answers to these questions can help you and your advisor prepare the best schedule for the upcoming semester.
- **Contact a Student Finance Specialist** if you have questions about Financial Aid or your student account prior to your registration date. You may schedule an appointment by calling 1-800-247-7122.
- **Let your academic advisor know your goals!**