

## Before You Meet With an Advisor

Name: \_\_\_\_\_ Major: \_\_\_\_\_ PPLSFT ID # \_\_\_\_\_

Semester Advised: Fall: \_\_\_\_\_ Spring: \_\_\_\_\_ Summer: \_\_\_\_\_

Complete these steps and bring this form with you to your Advising Session

1. Log into your **MyUH account** and check if there are any **Holds** or important messages. Take steps to clear any holds that will prevent registration unless they are specific to an advisor releasing the hold.
2. Review your degree requirements by downloading the **Degree Progress Report** and see how many classes you have left.
3. Click on **Search the Class Schedule** to access the current course listing and put together a preliminary schedule based on your schedule planner list.
  - a. Use the **Additional Search Criteria** option to narrow your selection, for example:
    - i. **Session** – Term of study during which courses are offered
    - ii. **Attribute Type** – Location, meeting days and time, instructor, class number, and instruction method.
4. Students may register online if they have been previously advised or are currently enrolled and are in good academic standing with the university.
  - a. To find instructions on how to register online, login to MyUH, click on the Student Services/Resources tab and then the “How to Register Online” video.
  - b. Students may use any computer on campus or at home to register.
  - c. Record all course-related information in the appropriate columns below.

<b>Class #</b> <small>(Needed for Online Registration)</small>	<b>Subj</b> <small>(Subject)</small>	<b>Crse</b> <small>(Course #)</small>	<b>Sec</b> <small>(Section)</small>	<b>Attributes</b> <small>(Instruction Method or Campus )</small>	<b>Day(s)</b>	<b>Time</b>
<i>Example: 20327</i>	ENGL	1301	01	H=Hybrid M=Main Campus S=Sugarland O=Online	TR <small>(Tues. &amp; Thurs.)</small>	8:30-10 a.m.

**TURN Over to Complete Advising Process with Advisor** ➔

## **When You Meet With an Advisor**

### **Important Notes:**

- Once the semester begins, students are required to obtain Instructor permission to register for any course. English advisors are not authorized to add over the capacity without documentation for the professor or instructor of record. Advisors request that an email be sent by the instructor to advisors granting permission to enroll the identified student.
- After the Add/Drop period, students are required to obtain the Instructor's signature to add a course. Forms for this task are available in the CLASS Academic Affairs Office in 320 Agnes Arnold Hall.
- Holds must be cleared from student accounts in order to register for classes.

### **Student Responsibility:**

- Students must have print outs of all forms that require advisor signatures and/or certified documentation prior to advising sessions. The following forms are listed but not limited to Course Overload General Petitions, Transfer Equivalency Petitions, VA Certification, Post-Baccalaureate Studies Statement, Financial Aid Appeal (SAR), Scholarship Revision Statements and etc. Please complete each form to the best of your ability (write in your name, address, UH ID number, course numbers and titles, etc.) before bringing it to the Advisor.
- If you receive **Financial Aid**, your **courses must be applicable** to your degree program.
- You are responsible for understanding the requirements of your degree and how the courses you register for fit into your program of study. Use your Degree Progress Report to keep track of your degree requirements and consult with an English Advisor, if you should have questions.
- **You are financially responsible for any courses you are registered for and assume financial liability for the selected courses if you do not withdraw on or prior to the deadline stated in the Academic Calendar.** Any financial aid and payment questions should be cleared up before the semester begins.
- Please prepare questions for your advising session prior to the appointment. This is best way to utilize the time and talents of your Academic Advisor. By being prepared, the time spent with your advisor should address academic, career, and degree goals and ideas.
- **Please Be On Time for your appointment.** As members of the UH community, we know the many challenges associated with parking, bus and train schedules, time between classes, family concerns and other issues. To be respectful of everyone's commitments, we ask that students arrive and sign in no more than 10 minutes past the scheduled appointment time. If you are more than 10 minutes late, you will need to reschedule for another appointment date.