Preparing for Academic Advising

I. **Review any registration holds** you may have at my.unt.edu and work to remove them prior to registration.

II. **Run your unofficial online audit.**
The online audit is a great planning tool that students can utilize before making an appointment with an advisor. The online audit will show you what degree requirements you have completed and what requirements you have remaining to graduate.

   1. Go to mydegreeaudit.unt.edu.
   2. Log in with your EUID and Password.
      a. On the “Audits” tab, click “**Run Declared Program**” at the bottom of the page. (You can also choose “Select a Different Program” if you are considering changing your major).
      b. A list of Audits you have run will appear. **Select “View Audit”** next to the Audit you wish to view (check the created column to ensure you’re selecting the most current).
      c. Review your audit.
III. Look at the G. Brint Ryan College of Business Four Year Guide for your major. Four Year Guides list the course requirements for each major and provide a recommended way to sequence your courses.

1. Go to the Ryan College of Business website at ryan.unt.edu.
2. In the top menu bar, select “Academics” and “Undergraduate Programs”
3. Scroll down to Find Your Degree and select “Four Year Guides.”
   a. If your Catalog year is for the current year, select “Four Year Guides - Current”
   b. If your Catalog year is for a past year, select “Four Year Guides – Previous Years”
4. Select your major from the list provided
5. Make sure to check that the Four Year Guide you opened is the correct catalog year - the year is listed in the top right hand corner of the Four Year Guide and should match the catalog year that is listed on your degree audit

IV. Know how many hours/courses you want to take for the upcoming semesters

1. You need to know how many hours you want/need to take for the upcoming semester before you come in for advising
2. Check with Student Financial Aid and Scholarships to see if there are a required number of hours you have to take in order to qualify for aid
3. Know your work, family, and other commitments that may take up some of your time, so that you know how many courses you are able to handle

V. Have an idea of what courses you want to take.

1. By using the Four Year Guides and your degree audit, you should know what courses you have completed, and what courses you still need to complete.
2. Visit catalog.unt.edu to read course descriptions and any course prerequisites. Will you meet the prerequisites to enroll in the course?
3. Do a class search through my.unt.edu to see if the courses you plan to take are available.
4. Come to your advising appointment with a list of classes in mind. This will expedite your advising appointment, giving your advisor time to discuss other things, such as planning for an internship or study abroad experience, discussing majors and careers that interest you, etc.