

Center for Academic Services Advising Checklist



Step 1: Prepare for Advising

Complete the following information:

Go to <http://my.tcu.edu> → Student Center → Student Center

- Your **Academic Advisor's** name _____
- Your **enrollment date** (the date/time that you can **register**) _____
- Your **holds** (Some holds will prevent you from registering.) _____

Step 2: Plan Tentative Class Schedule

- Use the [Class Schedule Worksheet](#) to prepare your tentative schedule (with alternates).
 - *Take the completed worksheet to your advising appointment.*
- Print your **Degree Progress Report** (shows you which requirements you have already completed and which ones you still need to complete).
 - Turn off your pop-up blocker.
 - On the left side of the screen, click on "Degree Progress."
 - After you click on "go," wait for a link to appear that says, "Click this link. Then click YOUR OUTPUT." This may take a few minutes.
 - Click on that link, then click on the "YOUR OUTPUT" link (PDF document).
 - *Take the report to your advising appointment.*

Schedule Planning Resources:

- **Online Advising Toolkit:** <http://www.reg.tcu.edu/advisingtoolkit/TCUAdvisingToolKit-CourseRequirments.htm>
- **TCU Bulletin/Catalog:** <http://catalog.tcu.edu/undergraduate/> (lists **major and minor requirements**)

Other things to consider when planning your tentative schedule:

- **Study abroad:** If you plan to study abroad at some point during your academic career, visit the Center for International Studies to receive information regarding study abroad locations, available courses, and other policies. (Rec. Center/Rickel 246)

Step 3: Complete Additional Information

Complete the following information and be prepared to discuss with your Advisor:

1. Your current grades for the **Spring 2010** semester:

Class	Professor	Current Grade

2. Classes that you enjoyed this semester _____

3. Classes in which you struggled this semester _____

4. Major(s)/minor(s) that you are considering _____

5. Extra-curricular activities (including work) that you will be involved in next semester _____

6. Scholarships and/or financial aid that you receive _____

7. Study abroad plans that you have for the future _____

8. Other concerns _____

Step 4: Make an Advising Appointment

To make an appointment with your Academic Advisor, call the office at **(817) 257.7486** or stop by **Sadler Hall, room 11**.

Date _____ **Time** _____ **Location** Sadler 11

Remember to take the following to your advising appointment:

- ✓ Advising Checklist (this form!)
- ✓ Completed Class Schedule Worksheet
- ✓ Your Degree Progress Report