Advising Appointment Information

Be prepared for your advising appointment!

- Update your degree plan.
  - If you need a copy, please ask for one at the Advising Center’s Front Desk or e-mail melissa.boerma@mwsu.edu.
- Make a proposed schedule.
  - Make sure your class sections are open by going to “Look Up Classes” on WebWorld.
- View your holds on WebWorld. (go to Student, Student Account, & View Holds)
  - All MSU students have an Advising Hold.
- Have a list of questions or topics you would like to discuss.
  - Examples: CLEP exams, Proficiency Exams, Transfer Credits, Tutors &/or Scholarships.

How to make a proposed schedule:

1. On your degree plan, note the required courses still remaining in the Lower Division Coursework. (*Students that have applied and been accepted in the Dillard College may develop a schedule which includes upper division business courses.*)

<table>
<thead>
<tr>
<th>CRN</th>
<th>Subj. abbr.</th>
<th>Course #</th>
<th>Sec. #</th>
<th>Title</th>
<th>Day/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>20640</td>
<td>BUAD</td>
<td>1033</td>
<td>201</td>
<td>Foundations of Business</td>
<td>MW/12:30-1:50pm</td>
</tr>
</tbody>
</table>

2. Locate the classes you wish to take on WebWorld.
   - Check prerequisites in the catalog.
3. Coordinate the days/times of the courses up to your desired course load.
4. Enter your proposed schedule on the Advisor Approved Schedule form.
5. Bring the completed Advisor Approved Schedule form to your advising appointment.

Please update your contact information through WebWorld.

Students claiming lack of knowledge of payment deadlines, not checking email, or not keeping email addresses updated will not be given special consideration.