IOWA ENGINEERING

Pre-Appointment Checklist for Registration

- ☐ Schedule a meeting to be authorized to register.
  - ☐ Find your advisor's information listed on MyUI/Student Information/Advising/Programs of Study & Advisors.
  - ☐ Look for an email from your advisor, the College, and/or your department containing information about the best way to meet with your advisor.
  - ☐ Faculty advising begins mid-March. This is typically when faculty will have appointments available on MyUI Appointment Scheduler. *Some departments offer drop-in group advising for students assigned to a faculty advisor—watch for more information in February from the College or your department about this advising option.*

- ☐ Review your degree audit and note whether it reflects accurate course credits you expected.

- ☐ Use your major's sample four-year plan to select courses for the fall semester.

- ☐ Consult the Peer Advisors during office hours (Monday-Friday, 10am-12pm and 12:30-3pm) for a student perspective.

- ☐ Add courses to your schedule builder course cart and write down any questions you have for your advisor to share during your appointment.

- ☐ If completing your appointment virtually:
  - ☐ Find a quiet place that will allow you to focus and talk freely with your advisor.
  - ☐ Be in your space and logged in to a computer at the time of your appointment.