Advising Appointment Checklist

***Review/Complete before your advising appointment***

*Academic Advising is for your benefit. To get the most out of your advising appointment, take some time to prepare by completing the tasks on the checklist.*

# Take Time to Look at Potential Majors:

Are you planning to transfer? If so, what college(s) are you considering?

Does the college offer the major that interests you?

Look at the major requirements and share any information that you find during your appointment.

Not sure where to start? Consider the [**Associate of Arts and Sciences (AAS)**](https://www3.uwsp.edu/wausau/academics/Anon/new%20aas_degree_worksheet.pdf) degree. The AAS is the foundation for many college majors and bachelor degrees.

# Log into [accesSPoint](https://accesspoint.uwsp.edu/my.policy):

Follow the directions to view your registration appointment time:

* Click on the **My Classes tile** and choose **“Registration Dates.”** After you **select a term**, your registration appointment will show.

*Note: Your Shopping Cart Appointment is when your Shopping Cart is available. Classes will sit in your shopping cart until you enroll. Your* ***Enrollment Appointment is when you can register for classes****.*

Check your **Tasks Tile** to see if you have any holds that will prevent you from registering.

Go to the **Search for Classes** tile and look at the classes that are available for the **Fall 2021** semester. Filter the class selections by choosing the **Wausau Campus.**

Write down any classes that interest you.

# Schedule an appointment with your advisor

Make your appointment in one of the following ways:

* Call the Solution Center at 715-261-6235.
* Download [**Navigate**](https://www3.uwsp.edu/navigate/Pages/students.aspx) and request an appointment with your advisor.
* **Appointments will be held via Zoom (not in person).**

# Bring the following to your appointment:

Notebook to take notes on what is discussed during your appointment.

A folder to keep all your advising handouts/information.

**Updated 2/23/2021**