



# TIPS FOR MEETING WITH AN ADVISOR

Academic Success Center



# Show Up Prepared

- Advisor meetings are designed to guide you in the right direction, not pick that direction for you.
  - *You are an active role in this process*
- It is important to prepare for these meetings:
  - *Visit Degree Works and the Course Catalog to Determine Courses*
  - *Set up an appointment: Don't wait until the last minute to meet with your advisor.*
  - *Have Questions Ready: Be prepared to ask questions regarding your class schedule, internship opportunities, and other ways to succeed at IUP.*
  - *Per Credit Model: Classes are paid for per credit now so make sure you keep this in mind when scheduling*
  - *If you are an Athlete: Make sure you are aware of NCAA DII degree requirements as well*

# Advising is Mandatory

- In order to receive your alternate PIN for registration you need to meet with your advisor.
- Make the most of meeting:
  - *Establish a relationship with your advisor, they are your academic connection to IUP*
  - *Discuss the possibilities of internships, student academic programs, or honors programs to build your resume*
  - *Ask questions about classes during Winter or Summer Term*
  - *Map out your next academic semester offerings*

# Registration Tips

- Check Your Registration Status on MyIUP. Look for:
  - *Any holds that could prevent you from registering, resolve as directed*
  - *Check your Class rank (Freshman, Sophomore, etc.) for accuracy, this determines what date you will register*
  - *If you are missing a green check mark next to any of the three items, contact the Registrar*

**COURSE REGISTRATION AND TEXTBOOKS**

- [Look up classes to add | scheduling instructions](#)
- [Class changes](#)  
(Register/add/drop/cancel/withdraw)
- [View the university-wide class schedule](#)
- [View your alternate PIN](#)
- [See your registration status \(when you can register\)](#)
- Textbooks: [print your booklist](#) | [order textbooks](#) | [compare prices](#)
- Course catalog: [undergraduate](#) | [graduate](#)

**You may register during the following times**

From	Begin Time	To	End Time
Oct 31, 2016	09:00 am	Apr 07, 2017	11:59 pm

- ✓ You have no Holds which prevent registration.
- ✓ Your Academic Standing permits registration.
- ✓ Your Student Status permits registration.

Your Class for registration purposes is Graduate.

# Registration Tips

- Make Sure You Have Your Pin
  - *Your alternative pin is given by your advisor*
- How to Pick Classes or Register for Waitlist
  - *During your scheduled registration time, visit the academics tab → course registration and textbooks → Class Changes → Select Term → Enter PIN*
- What is a Waitlist?
  - *When a class has closed there is an option to waitlist for the class. A waitlist is a list of spots for a class in case someone drops the section.*
  - *When you register for a waitlist, and someone drops a class, you will receive an email that a spot as opened up and you are next in line to register.*
  - *The lower you are on the waitlist (1, 2, 3) the higher your chance of getting into the section, though there is no guarantee.*