

## PRE-ADVISING APPOINTMENT CHECKLIST

- 1. Find out who and where your advisor by logging into Webster. Detailed instructions can be found at <http://www.eou.edu/advising/adviser/index.html> My advisor's name is \_\_\_\_\_. Office location \_\_\_\_\_. Office hours are \_\_\_\_\_. Phone number is \_\_\_\_\_.
- 2. Check Webster for any advising holds that may prohibit you from Registering; and do what is requested to have them removed. Note your date & time when Webster will open for your class (senior, junior, sophomore or freshman).
- 3. Contact advisor and schedule an advising appointment. (Most advisors will have an appointment sign-up sheet on their office door for scheduling your appt. But they may also accept phone or email scheduling.)
- 4. Obtain a copy of your current unofficial transcript (available on Webster), if this is your first appointment. (Otherwise your advisor will likely have a copy already.)
- 5. Analyze your completed courses with respect to Gen Ed requirements and your Major requirements. (Checksheets for each major are available online on Advising homepage ([www.eou.edu/advising](http://www.eou.edu/advising)), as are Gen Ed- Core checksheets and GE-Core course listings.)
- 6. Plan courses for next term and consider how each proposed course moves you ahead towards graduation in terms of Gen Ed, Major requirements, Minor requirements (if applicable), DFL (Foreign Language Deficient), the EOU math requirement, and electives.
- 7. Have several alternative classes in mind in case your first choices are full.
- 8. Remember/note your Student ID and PIN numbers for Webster login when you meet with your advisor.

### ***Winter Term Registration Begins for:***

Seniors—Nov 6 @ 6pm

Freshmen—Nov 8 @ 6pm

Juniors—Nov 9 @ 6pm

Sophomores—Nov 10 @ 6pm

