

## Planning for an advising appointment

<http://music.boisestate.edu/advising/>

Before coming to your advising appointment, please complete the following steps. **BRING THE APPROPRIATE DOCUMENTS FOR YOUR DEGREE WITH YOU** to your appointment.

1. Print out your unofficial transcripts, which are available through your Student Center in BroncoWeb. Remember, you must earn a C- or higher to earn degree credit in major or core classes. Grades below a C- cannot count unless you repeat them and earn a higher grade.
2. Fill out a **degree checksheet** for your degree with all of the classes you have **COMPLETED** or are **CURRENTLY ENROLLED**. *See the attached sample checksheet that has been completed for a hypothetical music education major in his/her third semester, planning ahead from the fourth semester onward.*
  - a. At the top, label columns for the semesters you have been enrolled, F09, S10, etc.
  - b. For each class you earned credit, write in the grade or just an X in the appropriate semester column.
  - c. You can fill in potential future classes lightly and in pencil so you and your advisor can work together on the future plans, or just wait until your appointment to fill these in together. One good way is to put an O in the box for planned classes, which you can later check off when you actually complete it.
3. Review the **recommended plan of study** (the suggested 4-year plan) for your degree. Pay attention to the catalog, and look for things like courses that rotate (offered only in the fall, every other fall, etc.), and the list of acceptable university core ("Area") courses for music majors.
4. Make a list of questions you want to discuss at your advising appointment.
5. Know your target graduation date.
6. Be on time to your appointment.

