Preparing for Your Advising Session

Once you make a declaration of intent/major in the School of Business (SB), you will be assigned a faculty advisor and it is your responsibility to contact him/her to set up an advising appointment. There is a one-time mandatory advising hold placed on your account by the School of Business after you make a declaration of intent/major in the SB. After that, how frequently you meet with your advisor is up to you.

The following tips are designed to help you make the most of your time with your faculty advisor, which can be extremely beneficial to being successful in the School of Business at the College of Charleston.

- Make sure you arrive to your advising appointment on time. Your faculty advisor’s office location and contact information can be found on the School of Business website or by contacting your academic department.
- If you have made a declaration of intent in the School of Business, please be sure you are familiar with the admission policy and required admission courses.
- Bring copies of the following forms to your advising session:
  - Degree Audit – pre-declared students must run a “Modeling” or “What-if” audit
  - Critical Path for your (intended) major – available in the Student Success Center or on the Undergraduate Studies portion of the SB website
  - Degree Requirements sheet – available in the Student Success Center or on the Undergraduate Studies portion of the SB website
  - List of classes you think you need to take
- Be prepared to discuss course options, address academic problems/concerns and make decision about the upcoming semester and rest of your undergraduate career.
- Make sure you receive a copy of the advising form your advisor creates for you with your suggested schedule. If you have an advising hold on your account, you need to return a signed copy of this form to the Student Success Center so your hold will be removed.

Remember, not all registration holds are from academic departments. Some holds may be the result of past due balances or other administrative reasons. You can always check your registration status on the Registration Tools channel located in your MyCharleston Academic Services tab.

For clarification and additional information, please stop by the Student Success Center located in room 100 in the Beatty Center or visit our website at http://www.sb.cofc.edu/studentsuccesscenter/index.php

This information is subject to change without notice.