Tips for Success: Meeting with Your Advisor

Registration begins for most first-year students on Wednesday, November 18. You should meet with your academic advisor before you register for classes. Here are a few tips for getting the most out of the experience:

1. **Schedule an Appointment in Advance (& Don’t Miss It!).** If you wait for the last minute (and we are already getting close!), you might end up delaying your registration or having to meet with your advisor at an inconvenient time. Schedule your appointment today. CBE students can use Advisor Trac to book their meetings; other students should contact their college for more information. Then, **don’t miss your meeting!** Be respectful of your advisor’s time. After you schedule the meeting, put the date and time in your schedule and be sure to be there on time and prepared.

2. **Bring a Printed, Up-To-Date Progress Report.** This idea comes from The University of Southern Maine, and it’s a good one. Take a few moments ahead of time to print out your current transcript. Sure, your advisor could look it up, but that takes time during your appointment that you can use to discuss other matters. Plus, having the material in front of you demonstrates your preparedness and helps you to process where you are and what you have to take in future. You can also run a Degree Audit Report; read more below.

3. **Do Your Research.** Advisors are there to help you, but the ultimate decisions are yours. Don’t be passive; actively research the requirements for your major. You can run a Degree Audit Report; head to Banner→Student Services→Student Academic Records→DARSWeb. This tells you what you need for your major, and what you have already completed. You can also run a “What If?” DARS that tells you how your courses would apply if you changed your major. Important information can also be found in the University Catalog or on your college’s current students page. If you have questions regarding what the rules mean, use the meeting to ask them. Look through the course listings, and come prepared with an ideal class schedule and a few back up options. In general, having a prepared agenda will help you get the most from your advisor.

4. **Share Your Experiences & Ask Questions.** Your advisor is not just a gatekeeper you need to talk with to get the okay for registration. They are also a source of knowledge about Lehigh and about student performance. Take advantage of this meeting to share a little bit about how your semester has been going and to ask for advice or aid. Having some time management struggles? Worried about passing required courses? Not sure about your major? Your advisor can share his or her experience or help you connect with someone who can best answer your questions.

5. **Make Sure You Get Your Pin!** You need an alternate pin to register for classes; your advisor will be able to give you this information. Read more here about registration policies.

Read more tips from The University of Southern Maine.