Advising Pre-appointment Checklist

1. **Be on time and prepare.** Understand that appointment slots are limited, so if you miss or need to reschedule you might have a longer wait.

   Regardless, you should always attempt to register for next semester courses at the start of their enrollment windows and then try to meet with an advisor after to review their enrollment.

2. **Assess your current performance of the courses in progress this semester -** check any grades earned, what grade are you on track to earn? Check your mid-term grade in HUB and UBlearns (check course grading)

3. **Review your Academic Advisement Report:** How to find your AAR?

   a. Know your UB GPA and PGPA or GPA in Major (if junior/senior level MG courses in progress) How to calculate your PGPA?

   b. Review outstanding courses (unsatisfied requirements) for general education, prerequisites for the accounting or business administration major (or upper level MG course if done), and AACSB electives

   c. If applicable, research other academic interests - examples: Global Scholars Program, the academies , UB Minors, UB Academic Degrees, Advisor Directory for all undergrad majors and information about grad school (preparing for grad school and SOM Graduate Programs MBA or Master of Science in Accounting, Finance, MIS, etc).

4. **Develop a tentative next semester course plan –** use the general curriculum guides for the majors and information gathered in step 3

5. **Write down any academic questions or concerns** to discuss with the advisor during your appointment. (for example, questions about repeating, transferring credits, etc.)

6. **Check your HUB for any holds and enrollment windows and the student calendar for any important deadlines (last day to resign, etc.)**

7. Don't forget to bring your course plan and questions to your appointment!