



IUPUC

Pre-advising worksheet

Please complete this worksheet before your advising appointment. Failure to bring a completed worksheet to your appointment may lead to cancellation of the appointment.

Please do not miss your appointment! If you need to reschedule or cancel, please call 812.348.7200 as soon as possible.

Name: _____

Anticipated graduation date: _____

ID#: _____ Phone: _____

University e-mail: _____

Major: _____ Minor(s): _____

Complete this checklist:

- ___ Undecided on a major? Review IUPUC degree programs and requirements online at www.iupuc.edu. Print a copy of the requirements for each degree that interests you.
- ___ Review a copy of your degree requirements (aka checksheet) available online at www.iupuc.edu.
- ___ Print a copy of your unofficial transcript from OneStart (OneStart > Go to Student Center > My Academics & Grades > View my unofficial transcript). On the checksheet for your degree program, check those courses you have already completed as indicated on your unofficial transcript. Make note of the courses for which you are currently enrolled.
- ___ Review your remaining required courses and make a list of 6-8 courses you could take next semester.

Find each course in the Schedule of Classes available online at www.iupuc.edu to see if it is being offered next semester.

- It's helpful to first write down the information for courses that only have one section offered, then you can select classes that offer multiple meeting times to ensure your class times do not conflict.
- Always read the notes that appear below the course information. Pay careful attention to pre-requisites, class meeting location (some classes meet off campus), and details, including atypical start and/or end dates.
- You cannot enroll in classes that overlap, even if only by five minutes.

List your final selections and complete the schedule grids on the reverse.

Write down questions you have about your major, specific courses, or other college-related items that you want to be sure to discuss with your advisor.

Complete the grid below with the scheduling information for each of your classes. Optional: You may wish to use the weekly schedule grid (lower portion of this page) to note your work and outside commitments so to prevent any scheduling conflicts. Bring this complete worksheet with you to your advising appointment. Failure to do so may lead to the cancellation of your appointment.

Subject	Catalog Number	Class Number	CR	Day(s) course meets						Time
				M	T	W	R	F	S	
EX: ENG - W	131	11560	3	M	T	Ⓜ	R	F	Ⓢ	6:30 - 9:15 p.m.
				M	T	W	R	F	S	
				M	T	W	R	F	S	
				M	T	W	R	F	S	
				M	T	W	R	F	S	
				M	T	W	R	F	S	
				M	T	W	R	F	S	
				M	T	W	R	F	S	
				M	T	W	R	F	S	

WEEKLY SCHEDULE GRID

	Mon. (M)	Tues. (T)	Wed. (W)	Thurs. (R)	Fri. (F)	Sat. (S)
8 a.m.						
9 a.m.						
10 a.m.						
11 a.m.						
12 p.m.						
1 p.m.						
2 p.m.						
3 p.m.						
4 p.m.						
5 p.m.						
6-9 p.m.						

Thank you for being prepared for your advising appointment!