

## Be Prepared for Your Advising Appointment

Here are some tips to help you prepare for your upcoming advising appointment. You'll be registering for the full 2020-21 academic year, so please plan accordingly.

**IMPORTANT:** Before reading this, log on to your my.lakeforest portal and click on the Students tab. All of the forms and documents listed here are only available after you log in.

**1. Check to see if you have a registration hold.** You can find that information on my.lakeforest – go to the Students tab, and then to the My Account link. Click **Billing Statement**. Please view the **Information About Holds** and **Current Hold** sections to see if a hold is placed on your account.

We want to work with you to get the hold removed as quickly as possible *before* registration begins.

- Student Accounts has sent emails to students with a financial hold. If you have a hold, please contact the Business Office at [studentaccounts@mx.lakeforest.edu](mailto:studentaccounts@mx.lakeforest.edu) immediately.
- Health and Wellness holds should also be listed in the same "Current Holds" box. If you have one of these holds, contact Department Assistant Siobhan Michelotti in Health and Wellness immediately at [michelotti@mx.lakeforest.edu](mailto:michelotti@mx.lakeforest.edu) or [healthandwellness@mx.lakeforest.edu](mailto:healthandwellness@mx.lakeforest.edu)

**2. Review your transcript.** You can find your transcript on my.lakeforest, go to the Students tab and then on the My Grades link, you'll find it under "View Unofficial Transcript".

- Check which courses you have completed.
- Check your cumulative GPA. You need, at minimum, a 2.0 (without rounding up) to graduate.
- Check your total earned credits. Remember, you need 32 total credits to graduate. If you are behind (or want to get ahead), consider [summer session](#) or a partial credit course next year.

**3. Review your Forester Fundamental/General Education requirements.** Know what you are missing.

- You can find your requirements on my.lakeforest. Go to the Students tab and then click the General Education Audit link.
- If you need to fulfill the Forester Fundamental Curriculum, click on the individual requirement, you'll find a list of open courses offered that semester that meet the requirement. Please note that you'll need to change the term in order to see the spring courses.

**4. Review your major/minor requirements on the College's webpage:** [www.lakeforest.edu/academics](http://www.lakeforest.edu/academics).

- Choose the major or minors you are interested in. Look under the requirements tab on the left-hand side.
- You'll want to select at least 6 course options for each semester – 4 primary and 2 back-up courses. Be sure that you have any pre-requisites that you may need. If a course has a pre-requisite, it will be listed in the course description. If you are currently registered for the prerequisite course, remind your advisor of this. The registrar will need to override that requirement in order for you to register.

- If you are ready to declare a major, please complete the [Declaration of Major and Advisor](#) form (you must be logged into my.lakeforest to access this link under “forms”). Be sure to download and save the form to your computer first, then fill it out, save it, and attach it to an email. Make sure that the information you’ve typed in has been saved before you email the form to the faculty member you’re hoping to have serve as your new major advisor. *That person will then* forward it to the Registrar’s Office at [registrar@lakeforest.edu](mailto:registrar@lakeforest.edu) with approval noted in the e-mail instead of a signature.

**5. Once you have an idea of the courses you need, go the course schedule on my.lakeforest.**

- For an overall view to help you with your planning, it may be easiest to pull the “Schedule by Departments with counts” PDF. To find this, 1) go to the Home tab on my.lakeforest, 2) click on the link for the Course Schedule, 3) go to the section of “Class Schedule with counts,” and 4) pull the report. This report lists all the courses, times, and enrollments under each department heading. As registration continues, you can continue to refresh this report for updated enrollment numbers. Remember to change the term to check spring courses and availability.
- Make sure the time and day of each course does not conflict. Consider using a [“course slot form”](#) as it is called—for a handy course slot form you can use to keep track.
- Write out a list of the courses for each semester by department designation, course number, and section number.

**6. Assemble your draft schedule.**

- Be ready to share with our advisor your rationale for why you want to take each of the courses you are choosing (e.g. major requirement? Forester Fundamental or old GEC requirement? etc.).

**7. Talk to your advisor about internships or off-campus programs,** if you think you might be interested in either/both of those.

**8. Prepare a list of questions that you have for your advisor** in advance of your advising appointment.

**9. If you need to withdraw from a current course, please discuss this with your advisor.**

- If you choose to withdraw from the course, please complete the [Course Withdrawal Form](#). (You must be logged into my.lakeforest to access this link). You fill this out. Send to your advisor. Advisor sends to Registrar.

**10. Look for an email from your academic advisor on the best way to set up an advising appointment in the advising period.**

- Read the instructions carefully and follow them.
- If you have not heard directly from your advisor, feel free to reach out to set up an appointment.

**Questions/Concerns:** Can’t get a hold of your advisor? Have questions you don’t want to discuss with your advisor? Want to consult about your course schedule with someone other than your advisor? Feel free to contact Associate Dean of the Faculty Dawn Abt-Perkins ([abtperkins@mx.lakeforest.edu](mailto:abtperkins@mx.lakeforest.edu)).