

Department of Visual Arts

Student Preparation Sheet for Advising Appointments

It is your responsibility to get the most out of your advising appointments. You can do this by preparing ahead of time for your meetings and coming to your advisor's office on time, with this form completed in full. It is recommended for all students and mandatory for those with less than 30 credit hours earned to meet with your academic advisor at least once a semester.

I have scheduled an appointment with my advisor at this date and time:

Name: _____

Phone: _____ E-mail: _____

Current Semester: Fall _____ Spring _____ Summer _____ Year _____

Declared Major: _____ Declared Minor/Area of Conc.: _____

To complete this form:

1. Go to **<http://myнку.nku.edu/>**
2. Enter your Username and Password
3. The Academics and My Records tabs will have the information needed to complete this form. The Unofficial Transcript and the Degree Audit are helpful within those tabs. Please see the Registration Tips document for more detailed information and tutorials.

1. Catalog/Start year: _____ 2. Credit hours earned: _____

3. Have you filled in or updated your Major Checklist? YES NO

4. Have you filled in or updated your General Education Checklist? YES NO

*Major and minor checklists, are available in the **Art Office, Fine Arts Building 312, and online at Art Advising Community on Blackboard.**

5. Do you have remedial or developmental course work to be completed? YES NO

What are the courses? _____

6. Are you in good academic standing? YES NO

7. Do you need to file repeat options and/or bankruptcy? YES NO

a. If yes, what are the course(s) or semester(s) involved: _____

8. How many upper-division credits (300 level or above) have you earned?(45 required) _____

9. According to **My Records/Holds** in MyNKU, what holds do you have on your account?

10. Under **Academics**, select **Course Registration/Search** to choose possible classes for registration. Put all classes you are interested in reviewing with your advisor into your **Registration Cart**.

11. Do all of these courses fulfill major, minor, or general ed. requirements open on your checklist?
YES NO

12. State one short-term goal you would like to work towards.

13. What degree would you like to set as your goal for graduation?

14. Write additional topics or questions you want to discuss with your advisor on the front or back of this form. _____