

Hello Advisees!

It is time to schedule your classes for Fall 2021. We need to meet to discuss your plans. I schedule appointments through [RooSuccess](#). Use this tool to select a time as well as a location (appointments are by phone or in Teams this semester). Please include a current phone number so I can be sure to reach you.

In order to maximize our time together, please arrive to your appointment on time and prepared with classes in mind for the next semester. I strongly encourage you to schedule an appointment during the Advising Period (April 5<sup>th</sup> to the 16<sup>th</sup>). We can still chat about your class schedule after registration opens on April 19<sup>th</sup>, but the longer you wait, the more likely it is that some classes are full.

#### HOW TO PREPARE FOR OUR APPOINTMENT:

Review your [Degree Checklist](#) and your [DegreeWorks Audit \(instructions here\)](#) to begin to **build a potential list of classes** you plan to take next semester.

**Use UCanWeb to determine what classes are offered.** Go to Student Menu, Registration then Look-Up Classes to see details on the courses offered next semester. Use the Advanced Search to look up classes by attribute instead of subject.

#### DURING OUR APPOINTMENT

This is ultimately your degree and your responsibility, but I want to help guide you to make informed decisions. There are many variables to consider on how you complete your degree – how many courses to take at a time, whether to take summer courses, how to build in a minor, how to choose program electives and so on. The better I understand your goals and needs the better we can work together to enhance your degree. Please do your part to be prepared, including any questions that you might have.

**UCanWeb will open for Registration starting on April 19<sup>th</sup> each day at 7:30am.** See <https://www.canton.edu/courses/> for specific schedule and registration details. It is up to you to schedule your classes for yourself, no one does that part for you. You must register for classes by May 14<sup>th</sup> or face a \$50 late fee.

**Graduating students:** Congratulations to those of you graduating this semester!! I wish you success in all your ventures. If you are graduating, it is not necessary for us to meet. **Please make sure that you apply for Graduation – even if you do not plan to participate in the Commencement ceremony (UCanWeb-> Student Menu -> Student Records -> Apply to Graduate).** If you are continuing on for another degree, be sure to file your Change of Major Form.

I look forward to working with you over the next few weeks.

Name of Faculty advisor  
Professor of major/department