

# Maximize Your Academic Advising

## *Itemized Planning Guidelines for Academic Advising*

### ❑ **Schedule of Classes for the New Semester**

The schedule of classes is available online at [www.malone.edu/registrar](http://www.malone.edu/registrar) or through the **MaloneXpress** student information system. You should review the schedule and have your courses pre-selected prior to your academic advising appointment.

### ❑ **SURF form (Student Undergraduate Registration Form)**

Review this form prior to your scheduled appointment with your faculty advisor. Make sure all of the information on the form is correct; if errors are found, make the necessary changes directly on the form prior to turning in your semester schedule at the Office of the Registrar. The following steps will make your registration process more productive:

- Be sure to have the SURF form signed by your faculty advisor at the conclusion of your appointment, once all courses have been reviewed and selected.
- Knowing that some courses close early, *list some optional sections/courses on your schedule*. This will give the office staff an opportunity to register you for your other preferences without delay if some of your initial selections are closed.

### ❑ **Mid-Semester Grade Report**

Mid-semester grades are available through **MaloneXpress** student information system. You should review your grades prior to your advising appointment to gauge how well you are progressing in your current classes. This review will have some bearing on what courses you plan on taking in the next semester.

### ❑ **Degree Audit:**

This planning document is available through **MaloneXpress** student information system found on the Malone Home Page. By logging into **MaloneXpress**, you will be able to access your student/academic information and advising documents. Important information when reviewing this information:

- The **Degree Audit** will be available once you have declared a major *or requested* to be tracked for a major through the Office of the Registrar. This process is required when you complete the Application for Major form. If you have not taken the CAAP exam, you should review the criteria for taking this examination in the college catalog and discuss your plans with your academic advisor.
- The academic information contained in this document is used to track you toward graduation. You **should not ignore** information that indicates you still need to complete a requirement. Questions should be answered through the Office of the Registrar.
- Your total hours and major gpa are found in the Degree Audit in the Requirements Summary section. You should check to make sure your grades meet the minimums needed in your major/minor/cumulative and that you will fulfill the 39 (300/400) upper level and 124 total credit hours required for graduation. **NOTE:** Your Malone cumulative grade point average is found on the PRINTED Degree Audit listed as **Malone Cum GPA: x.xxxx**. This corresponds with the grade point average found on all student grade reports. An Honors GPA can be individually calculated by making an appointment in the Office of the Registrar if you have transfer work that must be included in this calculation.

### ❑ **Academic Advising Policy (review)**

You should take the time to review this policy, located on page 27 of the 2007-2008 college catalog. Following these guidelines will help make this a productive advising experience. You should prepare a tentative schedule of courses prior to meeting with your advisor during advising week.

### ❑ **Policy on Prerequisites**

Notice: Prerequisites must be met prior to enrollment in a course. Approval is required to register for a course for which you have not met the required prerequisite. **A form is available in the Office of the Registrar or at [www.malone.edu/registrar](http://www.malone.edu/registrar) under the Printable Forms link.** You should use the college catalog to review prerequisite(s) for courses selected to make sure you have them fulfilled prior to registration. To speed your registration process, the signed form should accompany your registration.