Pre-Registration Advising
October 26 to November 4, 2009 is the advising period

Note the following:
1. Advising is available to and encouraged of all students.
2. A sign-up sheet to meet with your advisor will be posted in the main office on the glass doors.
3. If you feel that you understand the process of registration and the requirements of the program for completing the degree, go to section B below. Return this to the office and you will receive your RAC.
4. It is the student’s responsibility to sign-up for an advising appointment. If you do not participate in advising, it is assumed that you understand the process and take responsibility for your registration.
5. Registration Access Code (RAC) numbers will not be released until the end of the advising period unless you have either had your advising appointment or signed the waiver of advising.

A. Advising
Prior to your advising meeting, you must complete and bring all of the below documents. If you have not completed all items, you will not be advised and you will have to reschedule.
1. Bring this document with you, and sign the line below:
“I have read this message and certify that all the information that I have brought with me to this meeting has been verified and is correct to the best of my knowledge. I understand that my adviser is not responsible nor liable for my registration or for requirements to graduate.”

Print name ________________________________ Signature ________________________________ Date ___________

2. Official transcript from the MSU Banner system. Verify that it is correct and includes all courses from MSU and other institutions. The responsibility for verifying this information is the student’s. Inaccuracies and missing information must be resolved by the student with the MSU registrar.

3. CAPP report from the MSU Banner system.

4. Degree audit form. Fill out this document with the semester (semester and year, e.g. fall 2009) and grade for the course. Courses in which you are currently enrolled should include the semester only.

5. MSU Registration worksheet. This is available in the main office of the School of Architecture. This is your proposed schedule of classes for the coming semester. If there are unresolved issues, at least fill in what you know, and be prepared with intelligent questions regarding the unresolved.

B. Waiver of Advising
“I hereby waive the requirement to meet with my adviser. I am fully aware of the requirements for registration and completing coursework for my degree.”

Print name ________________________________ Signature ________________________________ Date ___________