

Name

MSU ID

Net ID

Pre-Registration Advising

1. Advising is available to and encouraged of all students. (Required for 1st & 2nd year). Each semester at the beginning of MSU Advising period an email announcement will be sent to all S/ARC Students. Students are expected to be ready and prepared to fill out the necessary schedule and forms. Students who have additional questions and/or concerns may opt to sign-up for additional advising. **NOTE: Students MUST be prepared for the General Session meeting by reading the A. Advising guidelines below.**
2. A sign-up sheet to meet your advisor will be posted (and instructions will be posted on the website and/or emailed to your attention).
3. 3rd & 4th year students that feel you understand the process of registration and the degree requirements for Bachelor of Architecture, go to section B below. Return your signed advising form to the S/ARC advisor to be released for registration.
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 full responsibility for your registration. NOTE: It is still the student's responsibility for their registration of the proper classes. The CAPP Report (in Banner) is quite explicit and clear as it relates to required courses for the B. Arch degree.
5. **Registration Releases will not be released until you have either had your advising appointment or signed the waiver of advising (below).**

A. Advising

NOTE: Prior to your advising session with Laura Mitchell, S|ARC Advising Coordinator, you must complete and bring all of the documents listed below. If you have not completed all items, you will not be advised, and must 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 advisor is not responsible nor liable for my registration of for requirements to graduate."

Signature

Date

2. Copy of 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. NOTE: Any inaccuracies and missing information must be resolved by the student with the MSU registrar.
3. Degree audit form. Fill out this document with the semester (semester and year, e.g. Fall 2018) and grade for the course. Courses in which you are currently enrolled should include the semester only.
4. MSU Registration worksheet. This is available in the main office of the School of Architecture and the advisor's office (101 Giles). 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 questions.

B. Waiver of Advising

"I hereby waive the requirement to meet with my advisor. I am fully aware of the requirements for registration and completing coursework for my degree."

Signature

Date
