

**Pre-Registration Advising**

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1. Advising is available to and encouraged of all students. (Required for 1<sup>st</sup> Year and Pre-Arch students). Each semester at the beginning of MSU Advising period a general Studio-wide Advising Meeting will occur; the S|ARC Advisor (Ms. Emily Parsons) along with the director of the School will meet with each studio year-level to assist and advise students. Most 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 with your advisor will be posted on-line (and instructions will be posted on the website and/or emailed to your attention)

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 Ms. Emily Parsons office (Print/Plot Room) 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 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 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 (below).

**A. Advising**

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*NOTE: Prior to your advising and general session 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 advisor 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. NOTE: Any inaccuracies and missing information must be resolved by the student with the MSU registrar.

3. A CAPP report from the MSU Banner system.

4. Degree audit form. Fill out this document with the semester (semester and year, e.g. Fall 2013) 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 (or in the General Session meeting). 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.

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**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** \_\_\_\_\_