PREPARING FOR YOUR ACADEMIC ADVISING APPOINTMENT:

ACADEMIC & CAREER PLANNING CHECKLIST

1. **RESEARCH MAJORS**
   - Narrow down which *Exploratory Track and major(s)* will be a good fit for your interests and academic strengths.

2. **KNOW HOW TO USE HUB, PATH FINDER & SCHEDULE BUILDER**
   - View the **HUB Student Center Training Guides** on the **HUB Help Website**, including:
     - View *Your Holds* and *Your Advisor*.
     - My Advisement Report Overview (if My Planner is used, all planned classes will be incorporated).
     - Create a *What-If Advisement Report*.
     - Guide to using *My Planner* (to plan classes for your entire undergraduate career).
     - My Transfer Credit Evaluation Overview.
     - *Enroll* Using *Class Search*.
     - *Schedule Builder* Basics and Tips.

3. **PREPARE TO REGISTER (Review your HUB Student Center Academics Information in MyUB):**
   - On the **Student Center** tab, in the next few weeks, check your *Enrollment Appointment window* in the *Enrollment Dates* box (right side margin) to see what day you can begin registering at 7 am for your upcoming semester’s classes.
     - Ensure you check your *Enrollment Appointment window* for both Winter and Spring registration!
   - On the **Student Center** tab, (Academics section), use the drop down menu (left side margin) to locate your **Academic Requirements (My Advisement Report), Academic Planner** and **Transfer Credit Reports**. On the **Student Center** tab, under *More Academic Resources* section, (lower right hand margin), locate *Path Finder*.
   - View your *My Advisement* and *My Planner Reports* and make note of courses you would like to take next semester (and in future semesters). *Search for Classes* in HUB to learn what courses are being offered and click on *Schedule Builder* to prepare a schedule that best meets your needs. *The Class Schedule is also available on the Registrar website* (left side margin).
   - If you earned any Advanced Placement (AP), alternative credit or transfer coursework, make sure it is recorded on your *Transfer Credit Report*. For information on how to send alternative credit or transfer coursework to UB visit:
     - *Alternative Credit*
     - *Transfer Coursework*

4. **BE INFORMED**
   - Keep abreast important information and deadlines by reading the *Be Advised* weblog.

5. **START PLANNING FOR YOUR CAREER**
   - **Career Services** can help you think through your decisions about planning for majors and careers. Learn more about your interests, skills and values and how to apply this knowledge to your academic and career plans. Call 716-645-2231 or stop by *Capen 259* to schedule an appointment.