

# 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 TOOL & SCHEDULE BUILDER

- View the [HUB Student Center Training Guides](#) on the [HUB Help Website](#), including:
  - Create a [What-If Advisement Report](#)
  - Guide to using [My Planner](#) (to plan classes for your entire undergraduate career)
  - My [Advisement Report](#) Overview (if My Planner is used, all planned classes will be incorporated)
  - My [Transfer Credit Evaluation](#) Overview
  - View [Your Holds](#) and [Your Advisor](#)
  - Use the [Path Finder Tool](#) for help in selecting your UB Curriculum Pathway courses
  - [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 upcoming semester's classes.
  - Ensure you check your [Enrollment Appointment window](#) for both [Summer](#) and [Fall registration!](#)
- On the [Student Center](#) tab, ([Academics](#) section), use the drop down menu (left side margin) to locate your [Academic Requirements \(My Advisement Report\)](#), [My Planner](#) and [Transfer Credit Reports](#).
- 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.

