PREPARING FOR YOUR ACADEMIC ADVISING APPOINTMENT:

ACADEMIC & CAREER PLANNING CHECKLIST

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

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

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/time you can begin registering for classes for the upcoming semester(s).
     - Ensure you check your Enrollment Appointment window for both Summer and Fall semester registration!
   - On the Student Center tab, (Academics section), use the drop down menu (left side margin) to locate your Academic Requirements (Academic Advisement), Academic Planner and Transfer Credit Reports.
   - View your Academic Planner or Academic Advisement Report 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. *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 of 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.

Student Advising Services | 109 Norton Hall | 716.645.6013 | sas-advisor@buffalo.edu