

Advising and Registration Checklist

Follow these guidelines to ensure a smooth advising and registration experience.

Determine When You Are Eligible to Register

The Registrar's Office publishes a Registration Timeline so that students can estimate their earliest date of registration (<https://registrar.umbc.edu/calendars/registration-appointments/>)

Make an Appointment with Your Assigned Advisor

- Ideally this should occur before your earliest registration date. If you do not receive communication from your advisor, then it is your responsibility to reach out to them within the advanced registration period.
- Make an advising appointment even if you have a hold on your account. Advising clearance can still be granted even with holds on your account.
- In order to determine departmental advising contacts, consult comprehensive list available at advising.umbc.edu under "Department Advising".

Prepare for Your Advising Appointment

- Advisors anticipate that you are prepared with a general sense of your course schedule for the upcoming semester, as well as a firm understanding of your major/university/general education requirements. A helpful tracking tool for this information is available through Degree Audit (myUMBC>>Profile>>Degree >> Degree Audit). Be sure to bring along any questions or concerns.
- Determine an up-to-date and accurate estimated grade in all of your courses.
- In many cases, the advisor will ask for you to arrive with a completed advising worksheet -- be sure to determine the preparation that is required for your specific advisor.

Attend Your Advising Appointment

- Be on time for your advising appointment. If you are late to your advising session, you may be asked to reschedule.
- Do not plan to attend advising during class. Attending advising is not an excuse for an absence in your courses.
- Ask any questions you have. Your advisor can assist with questions regarding academics and refer you to other campus offices for non-academic related questions.
- Be open and honest -- your advisor is here to help and support you.

Register in a Timely Manner

- Register for your classes as soon as you become eligible. A delay in registration may result in courses in closed or waitlisted courses. If you need help building a schedule there are some helpful online tools such as College Scheduler (myUMBC>>Profile>>Registration >>Schedule Builder).
- Check your myUMBC alerts for more information regarding holds and be aware that ALL holds must be taken care of before you can register for classes.