In order to have an excellent advising appointment, you will need to complete the steps outlined below. This will ensure you are informed about your current status as a student and have a good idea of what you will need to accomplish prior to graduation.

Please use the checklist -below- to help you complete these tasks. Please bring the checklist with you to your advising appointment. Should you not have completed this prep work, we will have to re-schedule your appointment.

**Advising Checklist:**

- [ ] Have printed a copy of my audit.
- [ ] Reviewed & highlighted how many courses are remaining that I need to take.
- [ ] Toted the number of credit hours remaining for graduation.
- [ ] Reviewed my hold screen and resolved the holds that I can.
- [ ] Clicked on audit hyperlinks to learn of pre-requisites for classes or use the FRE Dept. “Course Availability Sheet.”
- [ ] Completed my “Program of Study”, and used the “FRE Dept. Course Availability Sheet” to build my course schedule—link onto the “How to Register Page”: [http://www.fred.ifas.ufl.edu/undergraduate/how-to-register.shtml](http://www.fred.ifas.ufl.edu/undergraduate/how-to-register.shtml)
- [ ] Checked carefully to make sure that the classes selected don’t have time conflicts.
- [ ] Completed all required forms, and obtained necessary signatures
- [ ] Written out questions in advance for my advisor

Minors-if you are taking a minor, print an audit on that minor and follow the same procedure as above.

**Questions for my advisor:**

1. 
2. 
3. 
4. 
5. 

*Revised 10-29-13, A.M. Mattison*