

UH Guide To Academic Advising

GET THE MOST OUT OF YOUR ADVISING

How does advising work?

Don't just show up at an advising appointment – get the full benefit by being planned and prepared.

- **Scheduled appointments:**
One-on-one time—best for detailed questions or confirming next degree steps. Make appointments in Navigate.
- **Drop-in appointments:** Some offices offer drop-ins during busy advising times, like beginning of the semester. Look in Navigate under “See if the office you want offers Drop-in times.”
- **Email:** For quick questions, contact your academic advisor directly by email.

Ready to get started? Look to the right for what to do before, during, and after your appointment.

YOU are an important member on the team working for YOUR success, and now you know how to play your part!

Before

- **Check your Academic Map.** Find your next classes on your Academic Map for an informed and efficient meeting. Make your Academic Map a working document - check off the classes you've completed and highlight the classes that are next up.
- **Organize your thoughts.** Before every advising appointment, jot down questions, things you'd like your advisor to know, and things that you're worried about. You know if you don't write your questions down, you'll forget them!

During

- **Ask questions and be ready to answer questions.** This is YOUR time. Ask your questions and your advisor will also ask how your classes are going, how things outside of class are going, and what questions you have about your next steps. This is a success partnership!
- **Take notes:** Successful students take notes! Get your planner, or even your phone, and jot down key points so you don't forget when you leave. Your active participation is vital to your success!

After

- **Ask follow-up questions.** If you have questions after your advising appointment, email your advisor to follow up.
- **Keep an advising folder.** Save your Academic Map, your notes, and even any petitions or paperwork in an Advising folder – either in paper form or on your computer. Grab it for every appointment so you can stay organized and on track.