Read the degree audit

- Preparatory Assignment:
  - Read "Degree Audit Guide" document on WebAdvisor
  - Read "How to Register on the Web" document on WebAdvisor
  - Print an undeclared degree audit

- Have students look at printed degree audits.
- Find the section about foreign language requirements. Who has already completed this requirement? (If a student is enrolled in the first semester of a language, it won't show up here until they complete the second semester)
- Find the section about writing requirements. Who has at least one writing course?
- (everyone should raise their hands because the FTS is a writing course).
- Who has two? Three?
- Find the section about Liberal Arts Perspective requirements. Which ones have you fulfilled? Which ones do you still need?

Reading a Degree Audit

- Ask a student to volunteer to log in to WebAdvisor. Have them use the "what if" function to select a major.
- Show students where major requirements are displayed on the degree audit.

- Answer questions students have about reading the degree audit. If you don't know the answer, don't make something up! Have them go to the professor or the Registrar's Office.
- Tell students that the Registrar's Office is available to help with questions. Tell students they should use their degree audits to help them identify which classes they ought to take in the spring. Aim for 1-2 courses that fulfill Liberal Arts Perspective requirements and 1-2 courses that explore possible majors or areas of interest. In most cases, aim for 100- or 200-level courses.

Searching and Register for Classes

- Show students how to use the "Search for Classes" page.
- Show them how to filter courses by time, professor's name, etc.
- Show students how to see if a course has seats available requirement
- Show students where to find their registration time and explain what will happen during that time.

Searching and Register for Classes

- Show students where to see if they have been approved to register or have any
- holds on their registration.
- Talk about what options students have if a class is closed.
- Tell them how you chose classes.
- Show students how to use the "My Preferred List" function

Finally

- Allow students to work individually to identify classes they might want to take.

- Have them use the Weekly Planning Sheet to identify potential scheduling conflicts.

- Encourage students to identify multiple options as courses may fill before their registration time.