

Tips for Successful Advising & Registration

- Undeclared students:** [Schedule an advising appointment](#)
 - Stuck? [Learn how to schedule an advising appointment.](#)**Declared students:** Your appointment will be assigned.
 - Go to the “Academic Advising” tab on your [MY MCAD](#).
 - Choose “my advising appointments” and put in the date of Advising Day. You will then see your appointment time.
- Review your degree audit**

Your degree audit is listed under your “Academic Advising” tab on your [MY MCAD](#).

 - Choose “view all details” AND BE PATIENT! DO NOT double click!
 - Choose “degree audit report- PDF” at the bottom.

Review which classes you need to take for the following semester.

 - Don’t know which classes to take? [Review the degree audit](#) for your intended major (under “degree audit worksheets”).
- Review courses offered**
 - Choose the “Registration” tab on your [MY MCAD](#)
 - Choose “Course Search”
 - Change the “department” drop down menu to the department of the course you are looking for. Do this for each course you want to take.
- Make a list of courses you need/want to take and backups**

Try to create a *balanced* schedule of 3 studios (ex: 1:00-6:00pm courses) and 2 liberal arts (ex: 9:30am-12:00pm courses).

 - Make a list of 2-3 courses as backups for EACH class you select in case it’s full, especially for liberal arts classes.
 - When you register, it should only be for 12-15 credits. You cannot register your backups. Any credits registered over 18 will be an additional tuition charge.
 - Make sure to review how many credits you need to take for certain scholarships with [Financial Aid](#).
 - ◆ ex: If you receive the MN State Grant, you must register for a minimum of 15 credits each semester.
- Come to your appointment PREPARED with the list of classes**
 - Have the courses you selected written down with titles AND course codes (ex: Intro to Illustration- ILL 2000 01).
 - Show up to your appointment on-time with any questions you have, and tell your advisor about any academic struggles or goals you have
 - ◆ (ex: studying abroad junior year, time management struggles, falling behind in a class).

Best of luck, and please reach out to your advisor with any questions!
(Your advisor is listed as #1 on your degree audit).