Advising & Registration Checklist

• Contact your academic advisor to schedule an advising appointment.

• Review the requirements of your major/minor (or majors/minors you would like to explore) to identify courses appropriate for next semester.
  o ‘Academic Requirements’ report on My.Butler
  o ‘What-If’ report on My.Butler
  o Curriculum guides/advising sheets on BU department websites
  o University Bulletin: https://www.butler.edu/bulletin

• Review Butler’s Core Curriculum requirements.
  o ‘Academic Requirements’ report on My.Butler
  o Core Curriculum website: www.butler.edu/core/

• Create a draft course schedule based on the requirements of your major/minor, Core Curriculum courses to be completed, and elective courses that you would like to explore. Identify alternate sections and alternate courses in case your first-choice courses are full or conflict with required courses.
  o ‘Class Search’ on My.Butler

• Meet with your academic advisor to review your draft schedule and to discuss your short-term and long-term goals.

• Identify and address any holds that may prevent your registration.
  o Advisor to release ‘Advising Hold’

• Identify your designated enrollment day and time.
  o ‘Enrollment Dates’ on Student Center of My.Butler

• Load courses into your My.Butler Shopping Cart.
  o ‘Shopping Cart’ on Student Center of My.Butler

• On your designated enrollment date and time, enroll in the courses within your shopping cart.

• If applicable, contact individual departments to obtain permission numbers to enroll in closed courses.
  o Registration & Records website: https://www.butler.edu/registrar/permission