



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.
 - 'Academic Requirements' report on My.Butler
 - 'What-If' report on My.Butler
 - Curriculum guides/advising sheets on BU department websites
 - University Bulletin: <https://www.butler.edu/bulletin>
- Review Butler's **Core Curriculum requirements**.
 - 'Academic Requirements' report on My.Butler
 - 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.
 - '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.
 - Advisor to release 'Advising Hold'
- Identify your **designated enrollment day and time**.
 - 'Enrollment Dates' on Student Center of My.Butler
- Load courses into your My.Butler **Shopping Cart**.
 - '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.
 - Registration & Records website: <https://www.butler.edu/registrar/permission>

Center for Academic Success
& Exploration (CASE)
Jordan Hall 144
317/940-9308
www.butler.edu/learning

Registration & Records
Jordan Hall 180
317/940-9203
www.butler.edu/registrar