Pre-Advising Worksheet
First-Year Students

Academic Topics to Discuss:
- Review your major/minor or concentration requirements (or majors/minors you would like to explore)
- Review Butler’s core curriculum requirements ([https://www.butler.edu/core](https://www.butler.edu/core))
- Create a draft schedule of classes for next semester
- Meet with your academic advisor to review your draft schedule and to discuss your short-term and long-term goals
- Learn how to use My.Butler ([https://my.butler.edu](https://my.butler.edu)):
  - Look up requirements for your major/minor (using the Academic Requirements report)
  - Identify and address any holds on your account
  - Identify your designated enrollment day and time
  - Learn how to enroll in courses, including pre-loading courses into your Shopping Cart
  - Look up your Mid-Term Grades
- Begin to develop a semester-by-semester plan
- Explore campus resources, including academic support services such as academic success workshops, study tables, peer tutoring, etc. ([https://www.butler.edu/learning](https://www.butler.edu/learning))

Professional Topics to Discuss:
- Learn Handshake and create a profile ([https://butler.joinhandshake.com/login](https://butler.joinhandshake.com/login))
- Take a career assessment, such as the Strong or Myers Briggs ([https://www.butler.edu/ics](https://www.butler.edu/ics))
- Join student organizations that meet your interests or pre-professional groups ([https://www.butler.edu/involvement/student-organizations](https://www.butler.edu/involvement/student-organizations))
- Create a LinkedIn profile ([https://www.linkedin.com](https://www.linkedin.com))
- Look for a job on campus through Handshake that will give you the opportunity to build on skills/strengths you want to develop ([https://butler.joinhandshake.com/login](https://butler.joinhandshake.com/login))

*How did you choose your major? What are your likes/dislikes for classes so far?*

*What are some of the classes that have been meaningful for you this past semester or year? Why were they so meaningful?*

*What academic skills would you like to improve? Identify at least one resource that would further your efforts in this area.*
Pre-Advising Worksheet
Sophomores

Academic Topics to Discuss:
- Review your major/minor or concentration requirements
- Create a schedule of classes for next semester (https://my.butler.edu)
- Meet with your academic advisor to review your schedule and to discuss your short-term and long-term goals
- Meet with your professors and use campus resources, such as academic support services
- Identify opportunities to do undergraduate research projects or a thesis (https://www.butler.edu/chase/undergraduate-research)
- Explore opportunities to study abroad (https://www.butler.edu/global-education)

Professional Topics to Discuss:
- Resume building – attend ICS weekly resume workshops or schedule an appointment via email (https://www.butler.edu/ics)
- Navigate Handshake and attend ICS events (https://butler.joinhandshake.com/login)
- Network with professionals or alumni and complete an informational interview(s) in a field you may want to enter
- Join student organizations that meet your interests or pre-professional groups (https://www.butler.edu/involvement/student-organizations)
- Apply for a summer internship for experience and exposure (https://butler.joinhandshake.com/login)
- Update and maintain your LinkedIn profile (https://www.linkedin.com)
- Look for a job on campus that will give you the opportunities to build on skills/strengths you want to develop (https://butler.joinhandshake.com/login)

What types of co-curricular activities are you involved in outside of the classroom? What do you like about these activities?

What skills and aspects of learning would you like to work on next semester? Describe a strategy for doing this.
Pre-Advising Worksheet
Juniors

Academic Topics to Discuss:
- Create a schedule of classes for next semester ([https://my.butler.edu](https://my.butler.edu))
- Meet with your academic advisor to review your schedule and to discuss your goals
- Meet with your professors and continue to use campus resources
- Identify opportunities to do undergraduate research projects or a thesis ([https://www.butler.edu/chase/undergraduate-research](https://www.butler.edu/chase/undergraduate-research))
- Take advantage of opportunities to study abroad ([https://www.butler.edu/global-education](https://www.butler.edu/global-education))

Professional Topics to Discuss:
- **Resume building** – attend ICS weekly resume workshops or schedule an appointment via email ([https://www.butler.edu/ics](https://www.butler.edu/ics))
- Navigate Handshake and attend ICS events ([https://butler.joinhandshake.com/login](https://butler.joinhandshake.com/login))
- **Network** with professionals or alumni and complete an informational interview(s) in a field you may want to enter
- Join **student organizations** that meet your interests or pre-professional groups ([https://www.butler.edu/involvement/student-organizations](https://www.butler.edu/involvement/student-organizations))
- Apply for a **summer internship** for experience and exposure ([https://butler.joinhandshake.com/login](https://butler.joinhandshake.com/login))
- Look for a **job** on campus that will give you the opportunities to build on skills/strengths you want to develop ([https://butler.joinhandshake.com/login](https://butler.joinhandshake.com/login))
- Begin creating a **plan for post-graduation**
  - Meet with a career advisor, attend job fairs, define what jobs you are interested in, etc.

*What are some strengths that you would like to use in an internship, graduate school, or career? What are some areas for growth?*

*Other reflections:*
Pre-Advising Worksheet  
Seniors

Academic Topics to Discuss:
- Complete remaining course requirements (https://my.butler.edu)
- Finalize undergraduate research projects or thesis (https://www.butler.edu/chase/undergraduate-research)

Professional Topics to Discuss:
- Refine resume, cover letter, and interview skills (ICS workshops)
- Weigh your post-graduate options and create a plan
- Attend a career fair (https://butler.joinhandshake.com/login)
- Network with professionals or alumni and complete an informational interview(s) in a field you may want to enter
- Secure a few references, including professors

What are your thoughts on what you will do after graduation? How are you going to achieve these plans?

Other reflections: