

# Preparing for Advising

I. Review any registration holds you may have at **my.unt.edu** and work to remove them prior to registration.

Hold Item	Amount	Institution	Start Term	End Term	Start Date	End Date	Department	To Remove
<a href="#">Student Financial Obligation</a>		USD * University of North Texas	2011 Summer		02/17/2011		Student Acctg & Univ Cashier	Remove Hold
<a href="#">Student Financial Obligation</a>		USD * University of North Texas	2011 Fall		02/17/2011		Student Acctg & Univ Cashier	Remove Hold

II. Run your unofficial online audit. (Please use a browser other than Internet Explorer.)  
 The online audit is a great planning tool that students can utilize before making an appointment with an advisor. The online audit will show you what degree requirements you have completed and what requirements you have remaining to graduate.

1. Go to **mydegreeaudit.unt.edu** and click the **“Online Degree Audit”** link.
2. Log in with your EUID and Password.
  - a. On the **“Audits”** tab, make sure that **“Run Current Programs”** is selected and click **“Run Audit”** at the bottom of the page. (You can also select **“Run Selected Program,”** if you are considering changing your major).

## Request an Audit

Select A Program

Run Current Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	BA PBUS	COLLEGE OF BUSINESS: PRE-BUSINESS MAJOR	Fall 2015				

b. A list of Audits you have run will appear. Select **“View Audit”** next to the Audit you wish to view.

## Completed Audit Requests

These are the audits that have been run in the past for this student's record. Hitting the "Run Audit" button will run a new audit report. Deleting audits removes them from this list.

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
	BA PBUS	Fall 2015	06/02/2015 8:46 AM	HTML		✓	View Audit	<input type="checkbox"/>

c. Review your audit.

III. Look at the College of Business Four Year Guides for your major.

Four Year Guides list the course requirements for each major and provide a recommended way to sequence your courses.

1. Go to the College of Business website at **cob.unt.edu**.
2. In the top menu bar, select **“Academics.”**
3. Once on the Academic Programs and Departments page, select **“Undergraduate Degree Programs.”**
4. In the left hand menu, you will select either **“Four Year Guides - Current”** or **“Four Year Guides – Archives.”**
  - A. If your Catalog year is for the current year, select **“Four Year Guides – Current.”**
  - B. If your Catalog year is for a past year, select **“Four Year Guides – Archives.”**

5. Select your major from the list provided.
6. Make sure to check that the Four Year Guide you opened is the correct catalog year- the catalog year is listed in the top left hand corner of the Four Year Guide and should match the catalog year that is listed on your degree audit.

IV. Know how many hours/courses you want to take for the upcoming semesters

1. You need to know how many hours you want/need to take for the upcoming semester before you come in for advising.
2. Check with Financial Aid to see if there are a required number of hours you have to take in order to qualify for aid.
3. Know your work, family, and other commitments that may take up some of your time, so that you know how many courses you are able to handle.

V. Have an idea of what courses you want to take.

1. By using the Four Year Guides and your degree audit, you should know what courses you have completed, and what courses you still need to complete.
2. Visit [catalog.unt.edu](http://catalog.unt.edu) to read course descriptions and any course prerequisites. Will you meet with prerequisites to enroll in the course?

The screenshot shows the 'Catalog Search' interface for the 2013-14 Undergraduate Catalog. The search results are sorted alphabetically and show a list of courses with the prefix 'MKTG'. The selected course, 'MKTG 3700 - Marketing and Money', is highlighted. It is a 3-hour course. The description states that students are taught to understand and appreciate the money implications and impact of marketing decisions. The teaching method is 'intensively hands-on' and makes use of mini-cases, problems and exercises in the context of market opportunity analysis, market segmentation, and planning and implementing a marketing mix. The prerequisite is 'MKTG 3650 (may be taken concurrently, but completion is recommended)'. There are icons for 'Make sure you meet the prerequisites!' and 'Course description'.

3. Do a class search through [my.unt.edu](http://my.unt.edu) to see if the courses you plan to take are available.
4. Come to your advising appointment with a list of classes in mind or in your shopping cart to expedite your advising appointment. This will give your advisor time to discuss other things, such as planning for an internship or study abroad experience, discussing majors and careers that interest you, etc.