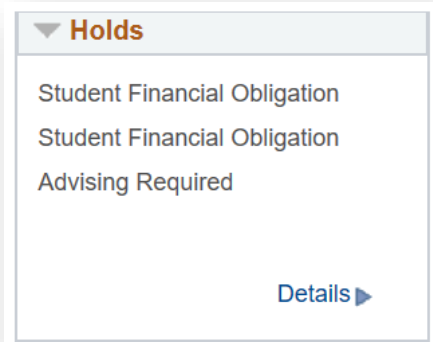


Preparing for Academic Advising

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



II. **Run your unofficial online audit.**

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.
2. Log in with your EUID and Password.
 - a. On the "Audits" tab, click "Run Declared Program" at the bottom of the page. (You can also choose "Select a Different Program" if you are considering changing your major).

Request an Audit

▼ Run Declared Programs:

School	Degree Program	Title	Catalog Year	Marker	Value	Type	CATLYT
UNT	BABBAFINA	BACHELOR OF BUSINESS ADMINISTRATION IN FINANCE	Fall 2016				

► Select a Different Program:

Advanced Settings Click to view available options.

Run Declared Programs Cancel

- b. A list of Audits you have run will appear. **Select "View Audit"** next to the Audit you wish to view (check the created column to ensure you're selecting the most current).

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.

Run Audit **Delete**
select all/select none

ID	Program	Catalog Year	Created	Format	Run By	Type	View	Delete
16286652	BABBAFINA	Fall 2016	07/15/2019 12:57 PM	HTML		IP	View Audit	

- c. Review your audit.

- III. Look at the G. Brint Ryan College of Business **Four Year Guide 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 Ryan College of Business website at ryan.unt.edu.
 2. In the top menu bar, select “Academics” and “Undergraduate Programs”
 3. Scroll down to Find Your Degree and **select “Four Year Guides.”**
 - 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 – Previous Years”
 4. Select your major from the list provided
 5. Make sure to check that the Four Year Guide you opened is the correct catalog year- the year is listed in the top right 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 Student Financial Aid and Scholarships 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 to read course descriptions and any course prerequisites. Will you meet the prerequisites to enroll in the course?
 3. Do a class search through 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. This will expedite your advising appointment, giving 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.

The screenshot shows a web interface for the 2019-2020 Undergraduate Catalog. At the top, it says "2019-2020 Undergraduate Catalog" with a dropdown arrow. Below that is the title "Course descriptions" with navigation icons (star, back, forward, search, help). A link says "Click [here](#) to view how to read courses." Below is a "Course Filter" section with the instruction "Filter this list of courses using course prefix, course code, keywords or any combination." It has four input fields: "Prefix:" with "MKTG" selected, "Code or Number:" (empty), "Type:" with "All types..." selected, and "Keyword or Phrase:" (empty). There is a "Filter" button and a checkbox for "Find whole word or phrase only." Below the filter is a list of course results. The first result is "MKTG 3700 - Marketing Metrics" with navigation icons. Below the title is "3 hours" and a description: "Calculate, understand and interpret fundamental metrics or indicators of performance in marketing contexts. The pedagogical method is hands-on analysis of mini-cases, problems and exercises, using hand calculation as well as computer worksheets." At the bottom, it lists the prerequisite: "Prerequisite(s): [MKTG 3650](#) (may be taken concurrently, but completion is recommended)."