

Visual Arts Program, School of the Arts ***Student Preparation Sheet for Advising Appointments***

It is your responsibility to get the most out of your advising appointments. You can do this by preparing for meetings and arriving on time for advising appointments. Students majoring in the Visual Arts Program are required to meet with their advisor(s) each semester prior to registration.

1. **Utilizing the Degree Audit and Online Registration in myNKU and your major checklist provided by your advisor create a list of courses you want to take next semester.** Place classes in your Registration Card in myNKU or utilize the Academic Plan feature and place classes there.
 - a. The Degree Audit and Academic Plan can be accessed through myNKU:
 - i. Click on My Records
 - ii. Click on Degree Audit or Academic Plan
 - b. Checklists for each major in the Visual Arts Program are available through your advisor or by download at <https://www.nku.edu/academics/sota/art/students/checklists.html>
2. **Create a personal list of questions, concerns, or goals that you want to discuss with your advisor during your appointment. Your advisor will spend some time with you verifying that your class choices are appropriate for your major and goals, but he/she will expect you to arrive prepared with ideas for course options in order to leave time for discussion of other important topics.**
3. **Be sure to check the following information in your myNKU account:**
 - a. What is your declared major?
 - b. Do you have a declared minor/focus? (BA and BS students must earn a secondary area of study, while BFA students are not required to earn a secondary area of study)
 - c. Are you planning to earn the BA or BS at graduation or are you considering the BFA options?
 - d. What is your catalog year?
 - e. Do all of the classes in your Registration Card or Academic Plan fulfill requirements for your major/minor/foundation of knowledge graduation requirements or have you chosen any electives?
 - f. According to your SSC or myNKU account, do you have any holds that may keep you from registering for classes?
 - g. How many total credit hours have you earned thus far?
 - h. How many upper-division credit hours (300-400 level) have you earned thus far?