

Advisement Preparation Form

Name: _____ ID #: _____ Major: _____

AEC Advisor: _____ AEC Advisor Email: _____

Advisement Steps

- Check your **Enrollment Date**: _____
- Review and Resolve **Holds** (if any): _____
- Print the **semester map** for your major and catalog year. Use your **Student Advising Report (STAR)** to cross off the courses you have completed. Check for any transfer credit or AP/IB credits.
- In the grid below, **list the courses** you are ready to take the next two semesters based on the suggested sequence in the semester map. Make sure you meet all the required co-requisites/pre-requisites.

Semester:		Semester:	
Course Title	Credits	Course Title	Credits
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	
Alternate:		Alternate:	
Alternate:		Alternate:	
Total Credits:		Total Credits:	

- Meet with an **Enrollment Services Center Specialist** to go over any next steps regarding your student account prior to your web registration appointment. _____
- Meet with your **faculty advisor** to review your proposed courses, discuss your academic goals, review any questions you may have, and remove your advisement hold. Faculty Advisor: _____

To make appointments, go to **My NYIT**, click on the **Advising Appointments** tile. For advising, select **Academic Advising**. For student account review, select **Enrollment Services**. Then follow the prompts.

Questions to ask your academic advisor: Are the courses above okay for next semester?

How to Access:

Enrollment Date	NYIT Portal > NYIT Connect tile > Enrollment Dates (right side menu)
Holds	NYIT Portal > NYIT Connect tile > Holds (right side menu)
Student Advising Report (STAR)	NYIT Portal > NYIT Connect tile > Academic Requirements (drop-down menu under Academics)
Semester map	nyit.edu/advising > Semester Maps (left side menu)
My NYIT	my.nyit.edu

Questions? Contact the Advising and Enrichment Center at aec@nyit.edu.

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4.		4.	
5.		5.	
Alternate:		Alternate:	
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Total Credits:		Total Credits:	

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