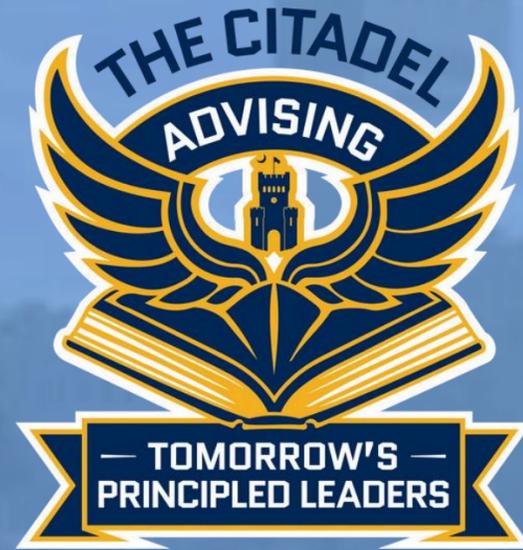




THE CITADEL

STUDENT AFFAIRS AND
ACADEMIC SERVICES



ADVISING PREP PLS

Presented in collaboration with:

The Office of Student Affairs & Academic Services

Advising Facilitators

Academic Officers

ADVISING PREP AGENDA

1. The “Why” for Advising Prep
2. Important Dates
3. The Advising Hub webpage
4. Campus-Wide Advising Team
5. Opportunities to Discuss Further
6. Resources for Success
7. Preparing for Your Advising Session
8. Use Your Advising Tools
9. “Plan Ahead” Step-by-Step
10. Where To Go From Here

★ Have your **Advising Prep Worksheet** and **something to write with** — we’ll start it today and you’ll finish it before advising. Be sure to bring it completed to your Advising session!

THE “WHY” FOR ADVISING



THE “WHY” FOR ADVISING

- ✓ **Keeps you on track academically** by clarifying degree requirements, prerequisites, and course sequencing
- ✓ **Helps you make informed decisions** about courses, workload, and academic priorities
- ✓ **Connects you to resources and support** when questions, challenges, or uncertainty arise
- ✓ **Encourages ownership of your academic path** while **building a relationship** with an advisor in your corner



WHAT TOPIC DO YOU MOST NEED HELP WITH RIGHT NOW?

★ Scan the QR Code to join
the live poll on Slido



IMPORTANT ADVISING & REGISTRATION DATES



Advising Period

Begins: March 30th

Recommended: March 30th - April 10th, 2026

***Based on your
Academic
Classification**



Registration Period

April 9th: Priority Registration opens at 8PM

April 13th: Senior 1A/1B Registration Opens at 8PM

April 14th: Junior 2A/2B Registration Opens at 8PM

April 15th: Sophomore 3A/3B Registration Opens at 8PM

April 16th: Freshman 4A/4B Registration Opens at 8PM

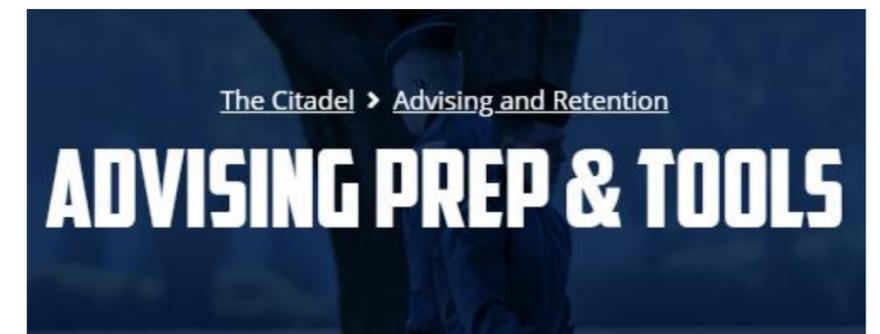
NAVIGATING THE ADVISING HUB

*One-stop-shop
for all campus
support*

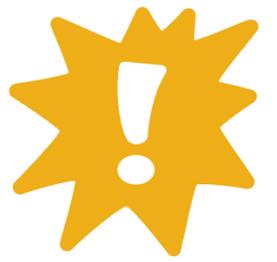


*Helpful resources,
tools, & guides*

ADVISING HUB



CAMPUS-WIDE ADVISING TEAM



Support You Should Know

- Major Advisors
- Battalion & Company Advisors
- Cadet Academic Team
- Advising Facilitators



- TAC Officers
- Office of Student Affairs & Academic Services
- Athletic Advisors
- Pre-Professional Advisors

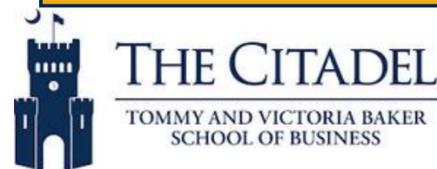
CAMPUS-WIDE ADVISING TEAM

Advising Facilitators

- Advising Facilitators help bridge gaps so your advising process stays on track.
- When should you meet with an Advising Facilitator?
 - When you need advising support outside the usual process
 - When your situation involves multiple programs or decisions



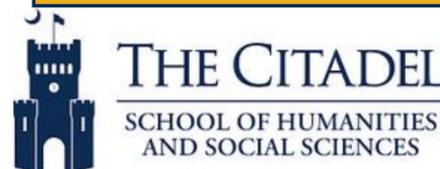
Morgan Mann
Program Coordinator &
Academic Advisor



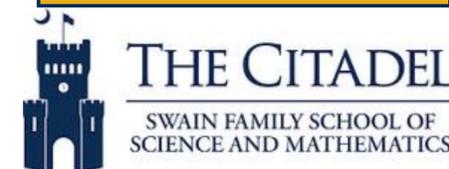
TBD



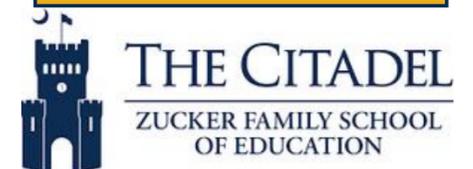
Aubrey Carson
Program Coordinator



Andrea Gramling
Senior Instructor,
Department of Biology



Sean Keiper
Manager of Student
Services



OPPORTUNITIES TO DISCUSS FURTHER



Leveraging Summer:

- Classes begin as early as May 11th!
- Improve your Citadel GPA
 - Classes must be taken at The Citadel

Powerful Learning Experiences (High-Impact Practices):

- **Apply knowledge** in real-world settings
- **Build skills** for academic & career excellence
- Proven to **boost engagement**, personal growth, & success



**The Citadel
Summer School**

Take classes over Summer
to catch up or get ahead



Study Abroad

Learn & earn credits
while traveling



**Internships /
Field Experience**

Get solid hands-on
experiences



**Undergraduate
Research**

Conduct research in
your field of study

SETTING ACADEMIC & CAREER GOALS



Things to Consider:

- **Questions or concerns about your path -**
 - GPA, workload balance, timelines, or backup plans
- **Skills you want or need to develop -**
 - Leadership, communication, technical skills, discipline-specific knowledge
- **Careers or industries you're curious about -**
 - What do you see yourself doing after graduation?
- **Experiences you're interested in -**
 - Internships, study abroad, research, ROTC pathways, grad school, certifications

**Example: My goal is... to turn in all assignments on time this semester.

RESOURCES FOR SUCCESS



**Academic
Calendar**



**Student
Success Center**



**Career
Center**



**Intramural, Club, &
Recreational Athletics**



**Counseling
Services**



**Financial Aid
Office**

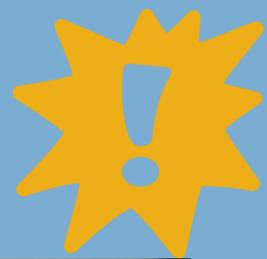


**Cadet
Activities**



**Registrar's
Office**

PREPARING FOR YOUR ADVISING SESSION



Advisee Responsibilities:

- **Work with your Academic Officer** to finalize your Plan Ahead schedule before your Advising session.
- **Get Organized.** Complete Advising Prep worksheet to organize your thoughts before your advising appointment.
- Explore the **College Catalog & Academic MAPs**. Look at different course option availability and policies/requirements that may apply.
- **Be honest.** Share challenges and be open to solutions.
- **Ask Questions.** Your Advisor is here to help!
 - Examples: Asking about double-majors or minors,



USE YOUR ADVISING TOOLS



Degree Works

**Track your progress
and see what's left
to graduate.**

Located:

In your my.Citadel portal in
your Student Profile



Academic MAPs

**Follow your
4-year roadmap
to stay on track.**

Located:

In the Advising Hub under
"Advising Tools & Guides"

*Be sure to use the academic
year you matriculated



**"Plan Ahead" in
Registration
Tools**

**Have your preferred
classes and times
ready to go!**

Located:

In your my.Citadel portal under
Student Registration Tools

*See the Step-by-Step on the
back page of worksheet

COURSE REGISTRATION PREPARATION



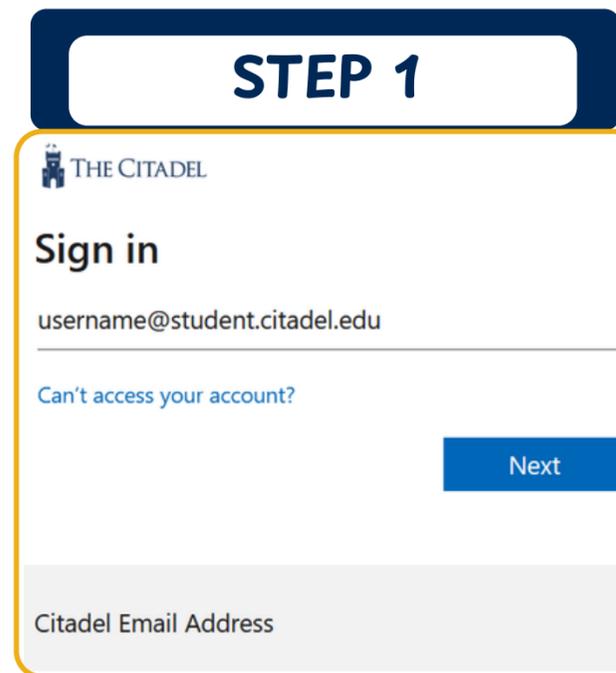
- Be sure to reference both **Degree Works** and the **Academic Map** when preparing and registering.
- The Information you'll need:

CLASS: _____ - _____ (e.g. MATH-119)
CRN#: _____ (e.g. CRN#: 50066)
Credit Hours: ____ (e.g. 3 credit hours)

- A **minimum of 12 credit hours** are required to remain a Full-Time Student.
- **Remember to** register for your ROTC, LDRS, and/or RPED classes if needed.
- **General Education & Strand courses are required** – if it's on your Academic Map, it needs to be filled
 - **Strand courses offer choice, not “optional” credits** – changes outside your strand require approval
- Have a **registration plan created before your Advising** appointment.
 - ****Bring the completed Advising Prep worksheet to your appointment! Your advisor will be expecting this!**

“PLAN AHEAD” STEP-BY-STEP

STEP 1



THE CITADEL

Sign in

username@student.citadel.edu

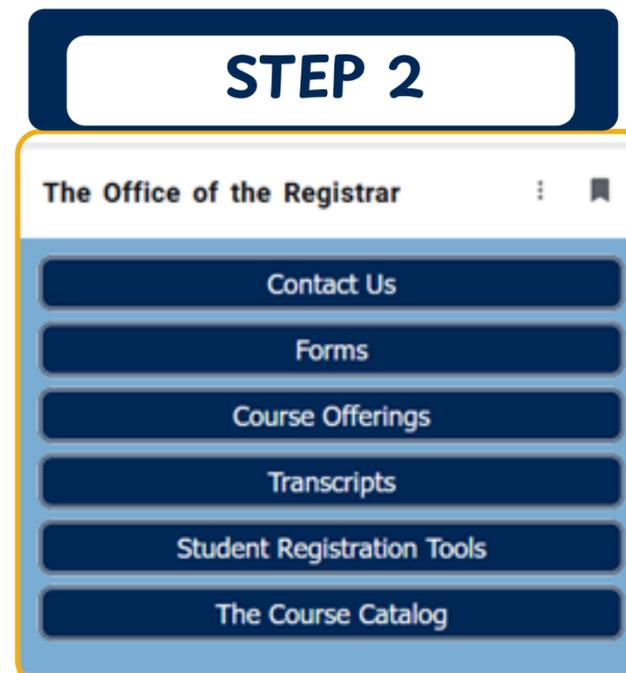
Can't access your account?

Next

Citadel Email Address

Go to my.citadel.edu and enter your My Citadel Portal username & password to sign in.

STEP 2



The Office of the Registrar

Contact Us

Forms

Course Offerings

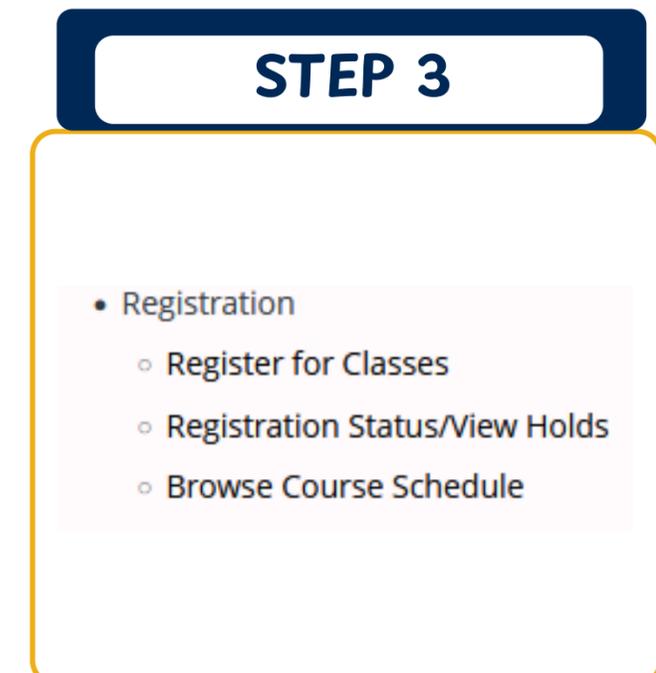
Transcripts

Student Registration Tools

The Course Catalog

Find the Office of the Registrar card and click Student Registration Tools.

STEP 3

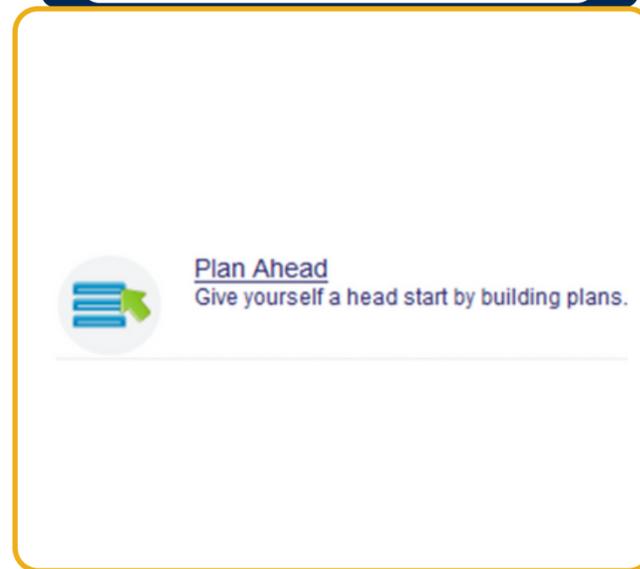


- Registration
 - Register for Classes
 - Registration Status/View Holds
 - Browse Course Schedule

On the left-hand side, click the Register for Classes link.

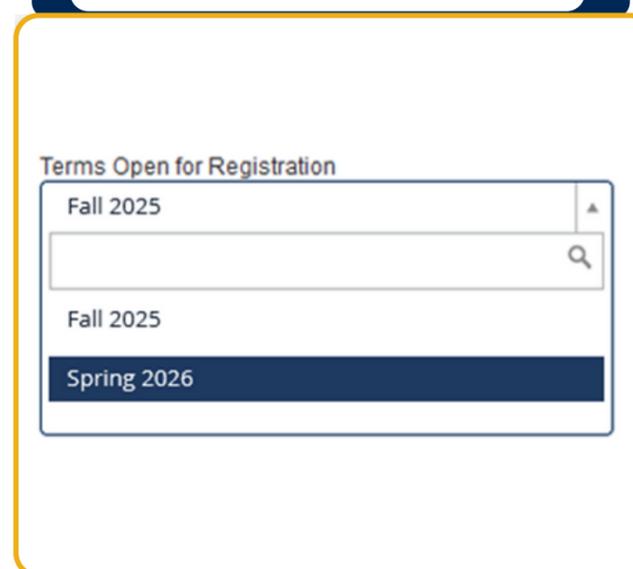
“PLAN AHEAD” STEP-BY-STEP

STEP 4



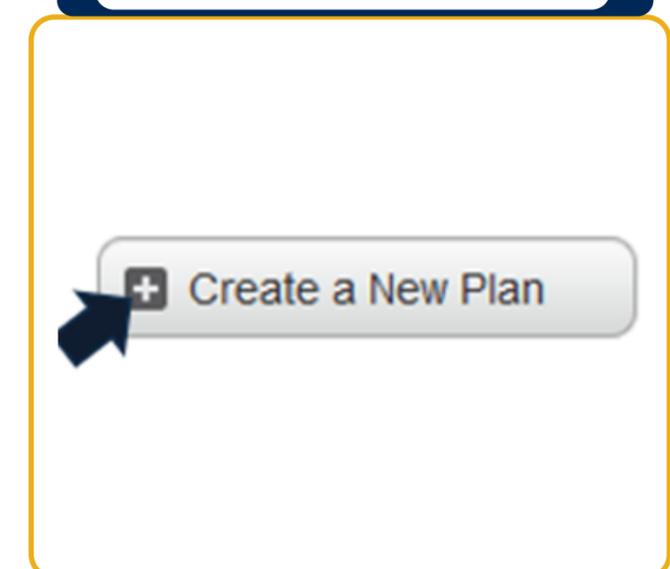
You are now ready to create a new plan using the Plan Ahead feature. Click the Plan Ahead link.

STEP 5



Select the correct term for which you plan to register for, then press Continue.

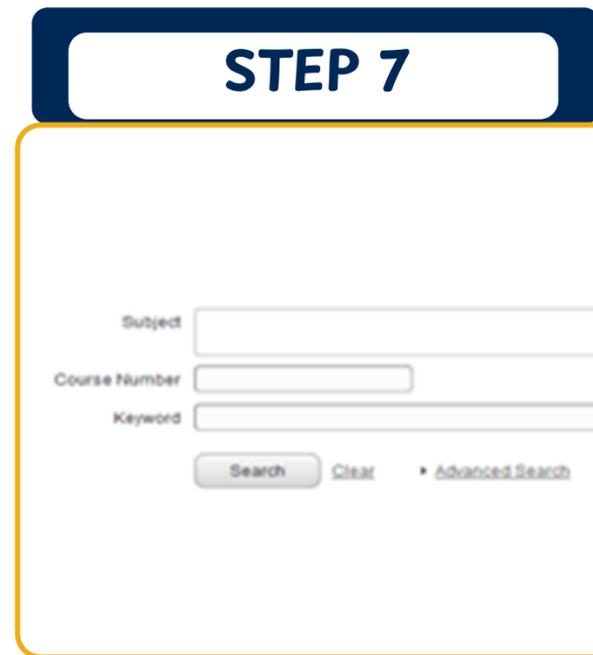
STEP 6



Click Create a New Plan.

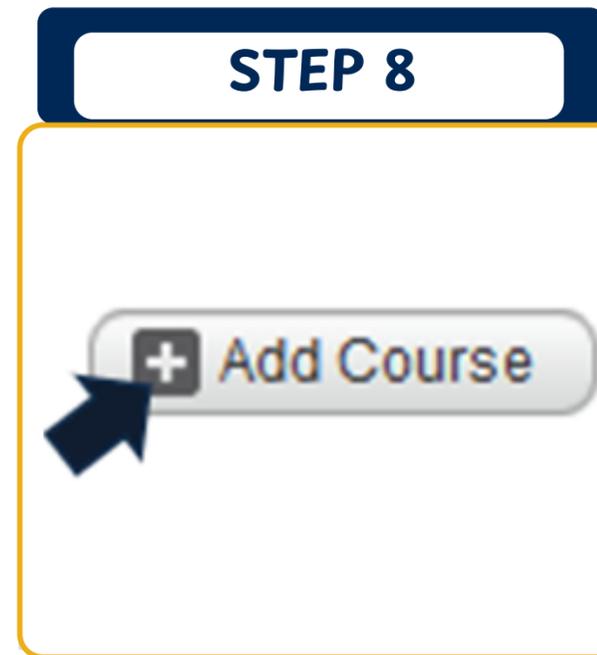
“PLAN AHEAD” STEP-BY-STEP

STEP 7



Subject
Course Number
Keyword
Search Clear ▶ Advanced Search

Type the subject into search bar and select desired subject, then type the course number (e.g. MATH 119). Click Search when ready.



Click Add Course and the course will be added to your plan for the term. You can add the course to your plan or find specific sections to add.

STEP 9



Title	Details	Hours	CRN	Schedule Type	Note	Status
Foundations in Leadership	MLTY 102	1			👉	Pending
Survey of Amer Hist II	HIST 202	3			👉	Pending
Element Mathematical Ms...	MATH 104	3			👉	Pending
Freshman Seminar	FSEM 101	3			👉	Pending
Freshman Writing Seminar	FSWI 101	3			👉	Pending

Repeat steps 7 & 8 by clicking the green “Search Again”. When you have finished building your plan, click Save Plan. Give your Plan a name such as “Fall 2026”.

THE ADVISING TIMELINE - WHAT'S NEXT



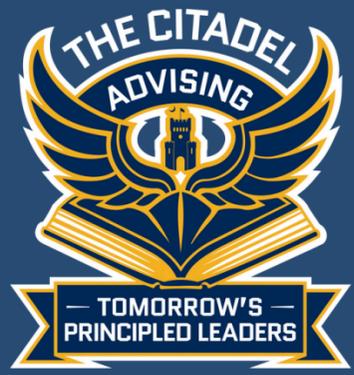
Academic Officer Support

- Your Academic Officers will continue to support you as you get ready for your advising appointment. Their role is to help you stay on track and make the process as smooth as possible. This includes:
 - **Guidance with your Plan Ahead:** If you haven't completed it, your AO will reach out so you can get the help you need.
 - **Advising Prep Worksheet support:** AOs will help make sure it's completed so you're ready for your advising meeting.

**AFTER TODAY, WHAT'S ONE THING YOU WANT
TO HAVE READY FOR YOUR ADVISING SESSION?**

★ Scan the QR Code to join
the live poll on Slido





ANY QUESTIONS FOR US?

