

ADVISING PREP

***Bring completed worksheet to your Advising Appointment**

Advising Period: _____

Course registration open date: _____

Your Campus-Wide Advising Team:

Major Advisor	Company Academic Advisor	Cadet Academic Officer	Advising Facilitator

Check off the following you may want to discuss further with your Advisor:

The Citadel Summer School can be a great opportunity to take courses to get ahead or catch up. High-Impact Practices (HIPs), such as studying abroad, internships, and undergrad research, can also be transformative to enhance learning, build professional skills, and strengthen your resume. These can be optimized during the summer, as well as have opportunities year-round.

- The Citadel Summer School
- Study Abroad
- Internships
- Undergrad Research

What are my Academic & Career Goals and what resources would I need?

My Goal is.... (i.e. to turn in all assignments on time this semester.)	Resource(s) Needed... (i.e. Utilizing a planner; having an accountability partner)

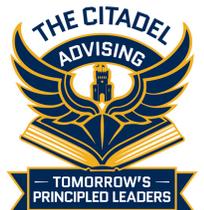
Questions I want to ask my Advisor during our session...

Here are the classes I will add to my “Plan Ahead” in Registration Tools: (Must have a min. of 12 credit hrs)

CLASS: ROTC - _____ CRN#: _____ # of Credit Hours: _____	CLASS: _____ - _____ (e.g. MATH-119) CRN#: _____ (e.g. CRN#: 50066) # of Credit Hours: _____ (e.g. 3 credit hrs)	CLASS: _____ - _____ CRN#: _____ # of Credit Hours: _____
CLASS: LDRS - _____ CRN#: _____ # of Credit Hours: _____	CLASS: _____ - _____ CRN#: _____ # of Credit Hours: _____	CLASS: _____ - _____ CRN#: _____ # of Credit Hours: _____
CLASS: RPED - _____ CRN#: _____ # of Credit Hours: _____	CLASS: _____ - _____ CRN#: _____ # of Credit Hours: _____	CLASS: _____ - _____ CRN#: _____ # of Credit Hours: _____



- ★ Scan the QR Code to check out the Advising Hub site!
The Citadel Advising Hub webpage tabs:
1. Campus-Wide Advising Team
 2. Resources for Success
 3. Advising Prep & Tools



"PLAN AHEAD" STEP-BY-STEP



STEP 1

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

STEP 2

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.

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.

STEP 7

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

STEP 8

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
Executive Leadership	ALTY 102	1				Pending
History of America II	HIST 202	2				Pending
Calculus: Mathematical III	MATH 104	2				Pending
Principles of Science	FSM 101	2				Pending
Principles of Science	FSM 101	2				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 "2026 Fall".