



ADVISING PREP



BRING COMPLETED WORKSHEET TO ADVISING APPOINTMENT

Advising Period: _____ Course Registration opens: _____

My Campus-Wide Advising Team

Major Advisor	Company Advisor	Cadet Academic Officer	Advising Facilitator

My Current Semester Grades

CLASS: _____ - _____ Current Grade: ____ %	CLASS: _____ - _____ Current Grade: ____ %	CLASS: _____ - _____ Current Grade: ____ %
CLASS: _____ - _____ Current Grade: ____ %	CLASS: _____ - _____ Current Grade: ____ %	CLASS: _____ - _____ Current Grade: ____ %
CLASS: _____ - _____ Current Grade: ____ %	CLASS: _____ - _____ Current Grade: ____ %	CLASS: _____ - _____ Current Grade: ____ %

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

Be sure to discuss the benefits and opportunities of [The Citadel Summer School](#) and [High-Impact Practices \(HIPs\)](#).

☐ The Citadel Summer School	☐ Study Abroad	☐ Internships	☐ Undergrad Research
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What are my Academic & Career Goals and what resources would I need?

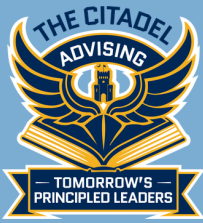
My Goal is.... (e.g., to turn in all assignments on time this semester.)	Resource(s) Needed... (e.g., Utilizing a planner; having an accountability partner)

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

Classes to add to my "Plan Ahead" in Registration Tools:

(Recommend a minimum of 15 credit hours)

ROTC / Fulfillment: _____ - _____ # of Credit Hours: ____	CLASS: _____ - _____ # of Credit Hours: ____	CLASS: _____ - _____ # of Credit Hours: ____
Class: LDRS - _____ # of Credit Hours: ____	CLASS: _____ - _____ # of Credit Hours: ____	CLASS: _____ - _____ # of Credit Hours: ____
Class: RPED - _____ # of Credit Hours: ____	CLASS: _____ - _____ # of Credit Hours: ____	CLASS: _____ - _____ # of Credit Hours: ____
CLASS: _____ - _____ (e.g. MATH-105) # of Credit Hours: ____ (e.g. 3 credit hrs)	CLASS: _____ - _____ # of Credit Hours: ____	CLASS: _____ - _____ # of Credit Hours: ____



"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

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 105). Then click Search.

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

Repeat steps 7 & 8 by clicking the green Search Again. When you finish building your plan, click Save Plan. Name your plan with the upcoming year and term.

BE SURE TO USE YOUR ACADEMIC MAP & DEGREE WORKS