 Academic Advisement Center

It’s that time of year when you need to meet with either an Academic Advisor/Faculty Advisor/Mentor regarding your course selections for the following semester. It’s expected that you come prepared for your advising meeting. By following these guidelines, you’ll be better prepared for your meetings and therefore able to register for your classes in a timely manner. You should start this process before your assigned registration date.

**Steps to make the registration process easier & Faster:**

**Log onto WEBADVISOR (User ID and Password needed):** [**https://webadvisor.fdu.edu**](https://webadvisor.fdu.edu)

* Check that your intended major is correct and that all your transfer, CLEP, AP credits are posted
* Check if you have any holds that may prevent your registration – if you do, gather all the information you need to get those holds released

**Step 1**

Note: If you want to change your major, do so before your meeting with your advisor for registration. You can pick up a “Change of Curriculum” form the Records Department (Kron Building). It’ll take a few days for the process to be completed so plan accordingly.

**Review your Degree Audit**

* Determine which general education requirements have not been met
* Determine needed prerequisites (if any) for major courses
* Determine your minor’s requirements (if applicable)

For a complete list of minors, go to: http://view.fdu.edu/default.aspx?id=4743

**Step 2**

**Review Webadvisor for course offerings and/or open sections.**

**Step 3**

* Make sure you record the subject, number, and section of the course (i.e. ENWR 1101-21)
* Look for alternate courses in case your first choice is closed when you register
* Write down any questions you may have for your advisor

**Build a Schedule**

**Step 4**

* If you’re advised by the Academic Advisement Center, please visit [www.fdu.edu/cass](http://www.fdu.edu/cass) regarding office hours. Advising is available on a walk-in basis first come first serve.
* If you’re advised by your academic department, contact them directly for their availability.

**Contact your Advisor/Mentor regarding a possible meeting date & time.**

**Step 5**