

TOP TEN TASKS

TO DO BEFORE MEETING WITH YOUR ADVISOR

1. PRINT PROGRAM EVALUATION

Instructions for a clear and readable printout

- Go to ----- > <https://webservices.vsc.edu>
- Login to Web Services using your LSC user name and password.
- Click on the blue “Students” bar.
- Click on “Program Evaluation” (top left column).
- Complete the prompts that follow to access your Program Evaluation. Print.
- Program Evaluation includes Graduation Standards, GEUs, and every class required for your major. Also included is an indication of which classes have and have not been completed, along with your current program, advisor, and GPA.

2. REVIEW COURSE CATALOG

- The course catalog gives course descriptions and other useful information, such as an outline of when each required class should ideally be taken. It can be found online:

Instructions

- At Lyndonstate.edu, scroll over the Academics tab in the top menu bar.
- Click on the link for Course Offerings and Catalogs. Select the appropriate catalog year
- The General Education and Degree Program Information link on the left side of the screen will take you to the departmental programs links for your major. Click on "display programs" to see the degrees offered and the course requirements for your major.
- Course descriptions can be viewed by clicking on the course names in the specific degree selected.

3. VIEW CLASS SCHEDULE FOR UPCOMING SEMESTER

Instructions

- At Lyndonstate.edu, scroll over the Academics tab in the top menu bar.
- Click on the link for Course Offerings and Catalogs.
- Choose “Course Schedule” for the upcoming term.
- Download or view current class schedule.

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*note: while this provides an overall perspective on courses offered that term, the specifics are subject to change. The Web Services “search for sections” will provide the most accurate information on time/date/instructor/availability

4. TALK TO OTHER STUDENTS

- Get feedback from other students about courses they have taken to see if your expectations about workload and general course content are realistic.

5. BUILD A MOCK SCHEDULE

- You can find blank schedules in the ARC or Academic Support or online at the Advising Resources page on lyndonstate.edu. Before meeting with your advisor, select the times/days/instructors for the courses you need. Have a few backup courses in case you need to make changes.

6. USE RESOURCES

- **If you are unsure of how to start or what to do at any stage, always remember that the staff of Academic Support or the Advising Resource Center can assist.**

7. SIGN UP FOR ADVISING MEETING AS SOON AS POSSIBLE

- The sooner you meet with your faculty advisor, the sooner you can register, giving you a better chance of getting your first choice schedule.

8. WRITE DOWN QUESTIONS

- Being prepared will help you and your faculty advisor use meeting time effectively. Otherwise, you may forget questions you had while preparing your schedule.

9. PRE-SELECT CLASSES ON WEB SERVICES

- Pre-selecting courses saves your preferred selections to your Web Services account, enabling a simple “one-click” registration after your

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advisor gives you approval. Don't forget to go back and hit the submit button, the final step!

10. BRING REQUIRED DOCUMENTS

- If you need to add/drop a course or have any other papers that may need to be signed, bring those documents to your meeting, eliminating the need for a second trip.