The advisors in the CCPS Undergraduate Advising Center are here to assist you with any questions you may have. Before coming to an advising appointment it is important to be prepared so you can get the most value out of your time spent with an advisor. Please take the following steps in order to prepare for your advising appointment.

Here is a short list of things you can do to make the most of your time with your advisor:

1. **Print and review the myPath Tool** available in myBanner. This tool gives you a detailed breakdown of graduation, general education, and declared major and minor requirements to help you better understand how your previous, current, and future coursework fits into your academic plan. You and your advisor will also review this document together during your appointment. You can find detailed instructions for how to generate your myPath report on our website under “Current Students.”

2. **Take a look at degree resource materials**, including CCPS Advising Guides, the GVSU General Education Handbook, the Undergraduate Catalog (note: be sure to select the catalog that matches your entrance year to GVSU). You may want to pay special attention to major and degree requirements that are not yet satisfied on your degree progress report so you are familiar with them or can ask questions if you are unclear. You can find these resources on our website under “Current Students.”

3. **Write down 2 or 3 questions or goals** you’d like to accomplish during your appointment. Be an active participant in the advising process. Seek your advisor’s advice and recommendations about courses, course sequencing, campus resources, and the rest. Your advisor is there to assist you in your choices, but remember that the final decision is yours.

4. **Create a tentative schedule or plan** for yourself. Think about your work schedule and other responsibilities. Be prepared to discuss what kind of course load you want to take on and if you have special scheduling issues or needs.

5. **Be on time!** If you have an appointment scheduled, make sure you are on time. You might even want to show up early if possible. Also, know where you are going ahead of time. If you are late we may ask you to reschedule your appointment so the next student isn’t kept waiting.

   Our main location is in 321C DeVos Center on the Pew/Grand Rapids campus. You can find directions to our office on our website under “About Us.” You should check in with the reception desk upon your arrival.

6. **Take notes!** During your advising session you should take notes and keep copies of all documents you receive so that you are reminded about what was discussed during your session (e.g., referral, next steps, etc.). Consider creating an “advising file” that you bring back to your next appointment!