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.

**Tips to make your advising session successful:**

- **Anticipate your advising needs by scheduling an appointment early.** Advisors’ schedules fill up quickly, especially during peak registration times and at the beginning and end of the semester. Plan to meet with your advisor anytime from September to February to create or review an academic plan that you can use to register during the March advanced registration period.

- **Academic advising is more than preparing your schedule for the upcoming semester.** Feel free to discuss academic and non-academic issues relevant to your education with your advisor. It is easier for advisor to help if they have a full understanding of who you are and what your concerns are.

- **Expect advisors to give you referrals.** Advisors are your link to resources across campus designed to facilitate your success.

- **Register during the March advanced registration period** and you will be more likely to get the classes that you want on the days and times that you prefer.

- **Ensure you've had all your transcripts sent to GVSU,** whether it's community college credit, CLEP exams, or AP scores. Keeping your records up to date will make sure we know exactly what you need to complete your degree. Failure to update your GVSU record could lead to duplicated credit and a waste of your time and tuition dollars.

- **What should I do before I go to see my academic advisor?** Your education is your responsibility and your advisor can help you through the process in an efficient manner but he or she needs your help! For more information about how to prepare for an appointment see the RU Ready section on our website.

- **Why should I bother with an academic advisor?** Your academic advisor knows the degree program you are working on, when courses are offered, what course sequence will serve your purposes, which supportive courses to take and when, how to get information about prerequisites, and so on. In addition, you need to meet with your academic advisor to be assigned your faculty mentor.

- **How often do I need to see my academic advisor?** At a minimum, you should see your academic advisor before registering each year. It is best not to wait until registration begins, but rather to make an appointment with your advisor in the months before advanced registration. You can also meet with your advisor anytime you have questions or would like to review your academic plan or other information. Also, if you need assistance with understanding university policy or would like to know about university resources your advisor can assist you.

- **When is Email advising appropriate?** E-mail advising is appropriate for quick questions that do not involve extensive research. If your questions require more time or an in-depth look at your records (such as planning a semester of classes), please schedule an appointment with an academic advisor by calling 616-331-6890 or understand when we respond by asking you to schedule a time to meet.