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| Shepherd University Athletics - Official Athletics Website | **Advising Pre-Planning Worksheet***This is a worksheet for you to complete and use with your academic advisor during your advising session. Always refer to the policies and information outlined in the University Catalog to verify all degree and graduation requirements.* |

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| NAME |  | SID |  |
| DEGREE (e.g., B.A., B.S.) |  | MAJOR |  |
| CONCENTRATION |  | MINOR |  |
| ANTICIPATED GRADUATION DATE |  | ATTEND FULL-TIME? (y/n) |  |
| WEEKLY HOURS WORKED |  | GOOD ACADEMIC STANDING? (y/n) |  |

**Pre-Checks:**

1. Are there holds on your account that may prevent you from registering? Yes [ ]  No [ ]

(*Log onto RAIL: STUDENT > STUDENT RECORDS > VIEW HOLDS)*

1. If receiving financial aid, are you in compliance with the Satisfactory Academic Progress policy:
* Are your Institutional and Overall GPAs each a 2.0 or higher? Yes [ ]  No [ ]
* Have you completed 70% or more of the credits that you have attempted? Yes [ ]  No [ ]

*If you are not in compliance with either of the above, you may not be eligible for financial aid. Contact the Financial Aid Office to determine your eligibility for aid.*

**Information to Share with Your Advisor:**

1. Do personal obligations and/or work prevent you from taking classes on certain days/times?
2. Do you prefer certain modalities (e.g., online versus in-person classes)?
3. What are your career and/or graduate school plans after graduation?

**Questions to Ask Your Advisor:**

1. Am I taking the right courses for my program and anticipated graduation date?
2. Are there any changes or new opportunities in my program that I should be aware of?
3. Am I taking the appropriate electives? Can any electives that aren’t being applied to my current program serve as course substitutions?
4. Are there courses and/or internship opportunities I should take to better prepare me for my career/graduate school goals?

**REGISTRATION INFORMATION** (*Provided by Advisor at End of Meeting)*

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| **DATE and TIME:** |  |
| **PIN:** |  |

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| Shepherd University Athletics - Official Athletics Website | **SCHEDULE OF CLASSES** |

**PREFERRED SCHEDULE**

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| **CRN** | **SUBJ** | **CRS** | **SEC** | **CRED\*** | **TITLE** | **DAYS** | **TIME** | **BD** | **RM** | **INST** | **AVAIL** |
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*\*12 CREDITS IS NEEDED FOR FULL-TIME STATUS, BUT 15 CREDITS IS RECOMMENDED TO COMPLETE A DEGREE IN EIGHT SEMESTERS.*

**ALTERNATE COURSES**

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| **CRN** | **SUBJ** | **CRS** | **SEC** | **CRED** | **TITLE** | **DAYS** | **TIME** | **BD** | **RM** | **INST** | **AVAIL** |
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**WEEKLY SCHEDULE DESIGN:** *Highlight times of classes to ensure there are no time conflicts.*

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| **MONDAY** | **TUESDAY** | **WEDNESDAY** | **THURSDAY** | **FRIDAY** |
| 8:10-9:00 | 8:10-9:25 | 8:10-9:00 | 8:10-9:25 | 8:10-9:00 |
| 9:10-10:00 | 9:35-10:50 | 9:10-10:00 | 9:35-10:50 | 9:10-10:00 |
| 10:10-11:00 |  | 10:10-11:00 |  | 10:10-11:00 |
| 11:10-12:00 | 11:00-12:15 | 11:10-12:00 | 11:00-12:15 | 11:10-12:00 |
| 12:10-1:00 | 12:25-1:40 | 12:10-1:00 | 12:25-1:40 | 12:10-1:00 |
| 1:10-2:00 |  | 1:10-2:00 |  | 1:10-2:00 |
| 2:10-3:00 | 1:50-3:05 | 2:10-3:00 | 1:50-3:05 | 2:10-3:00 |
| 3:10-4:00 | 3:15-4:30 | 3:10-4:00 | 3:15-4:30 | 3:10-4:00 |
| 4:10-5:00 |  | 4:10-5:00 |  | 4:10-5:00 |
| 6:00-7:15 | 6:30-7:45 | 6:00-7:15 | 6:30-7:45 | 6:00-7:15 |
| 7:30-8:45 | 8:00-9:15 | 7:30-8:45 | 8:00-9:15 | 7:30-8:45 |