



## Advising Checklist

### Step 1: Prepare for Advising

**Complete the following information:**

Go to <http://my.tcu.edu> → Student Center → Student Center

- Your **Academic Advisor's** name \_\_\_\_\_
- Your **enrollment date** (the date/time that you can register) \_\_\_\_\_
- Your **holds** (Some holds will prevent you from registering.) \_\_\_\_\_
- Print your **Degree Progress Report** (shows you which requirements you have already completed and which ones you still need to complete.) **\*\*This will not be available if you have not declared a major or are still listed as MUPM Music Pre-Major.**

### Step 2: Plan Tentative Class Schedule

- Use the **Class Schedule Worksheet** to prepare your tentative schedule (with alternates.)
  - The Class Schedule Worksheet can be found on the Center for Academic Services website, the School of Music website, or Jarvis 300A.
  - *Take the completed worksheet to your advising appointment.*

#### **Schedule Planning Resources:**

- School of Music Website:**
  - Check Music Theory & Music History/Lit Course Rotation
  - Check your Music Degree requirements in the Undergraduate Catalog
- Core Curriculum Worksheet:** <http://www.core.tcu.edu/documents/RevisedCore-Diagram4-25-031.pdf>
- Student Resource Guide** (You received this during orientation.)

### Step 3: Complete Additional Information

**Complete the following information and be prepared to discuss with your Advisor:**

1. Your current grades for this semester:

Class	Professor	Grade

- 2. Classes you enjoyed this semester \_\_\_\_\_
- 3. Classes in which you struggled this semester \_\_\_\_\_

4. Extra-curricular activities (including work) that you will be involved in NEXT semester \_\_\_\_\_  
\_\_\_\_\_
5. Scholarships and/or financial aid that you receive \_\_\_\_\_
6. Study abroad or summer school plans that you have for the future (if applicable) \_\_\_\_\_  
\_\_\_\_\_
7. Anticipated Graduation Date \_\_\_\_\_
8. Other concerns \_\_\_\_\_  
\_\_\_\_\_

#### Step 4: Make an Advising Appointment

Date \_\_\_\_\_ Time \_\_\_\_\_ Location \_\_\_\_\_

***Remember to take the following to your advising appointment:***

- Advising Checklist (this form!)
- Completed Class Schedule Worksheet
- Your Degree Progress Report
- An Academic Advising Form

#### Step 5: Advising Hold and Obtain Permission Numbers

- Bring your **completed and signed** Academic Advising Form to Kristen Queen in Jarvis 300A.
- Your advising hold will be released and you will obtain the necessary School of Music permission numbers for enrollment.
- Can't attend a scheduled day? Contact Kristen Queen to schedule an appointment to remove your advising hold and receive your permit numbers. ([k.queen@tcu.edu](mailto:k.queen@tcu.edu) or 817-257-6349)
- ENROLL! All School of Music students must be enrolled by 5pm on the last day of classes. Should you be unable to enroll by this deadline, please see either Mr. Paul Cortese or Ms. Kristen Queen, Assistant Directors, prior to this deadline.