

Business Advisor Meeting Packet

In order to have a more productive/informative Advisor meeting, you need to have the following with you at your scheduled appointment:

○ **Unofficial Transcript + Degree Audit**

To access this document, log into your ECampus

- Academics
- Academic History
- Click on Degree Progress
- Report Type: Web Unofficial Transcript + Degree Audit

○ **Requirements Checklist - see attached**

Please fill out this form to the best of your abilities before your appointment. If you need help completing the checklist, please visit a Peer Advisor in Kenna 200. Their schedule can be found at:

<http://www.scu.edu/business/undergraduates/advising/peeradvising.cfm>

○ **Schedule of Classes**

This will assist you in planning your class schedule. Make sure to refer to the tentative schedule in the back of the book for the following quarter's classes to assist you in your future course planning.

○ **Course Plan - see attached**

This will allow you to plan out your schedule so that you may have a comprehensive look at your future course load. Use this in conjunction with your Requirements Checklist and the Schedule of Classes.

○ **Shared Responsibility Matrix - see attached**

This will direct you to the proper department(s) in order to resolve your questions and issues.

○ **Written questions**

Examples:

Is there a prescribed sequence of courses for completing the required courses in my major?

Does it look like I have calculated my units correctly to achieve 175 total and 60 upper-division units?

I'm having trouble keeping up in one of my classes. What do you recommend I do?

In your experience, how does one go about deciding on which major to choose, and how do those choices affect job prospects?

○ **Helpful websites:**

- **University Bulletin** (lists major/minor requirements, SCU academic policies): www.scu.edu/bulletin/undergraduate/index.cfm
- **University Core Document** (describes core/lists courses that fulfill specific core requirements): www.scu.edu/core/core.cfm