Advising & Registration Checklist
Learning Resource Center

☐ Contact your academic advisor to schedule an advising appointment.

☐ Review the requirements of your major/minor (or majors/minors you would like to explore) to identify courses appropriate for next semester.
  ○ ‘Academic Requirements’ report on My.Butler
  ○ ‘What-If’ report on My.Butler
  ○ Curriculum guides/advising sheets on BU department websites or the LRC literature racks

☐ Review Butler’s Core Curriculum requirements.
  ○ ‘Academic Requirements’ report on My.Butler
  ○ Core Curriculum website: [www.butler.edu/core/](http://www.butler.edu/core/)

☐ Create a draft course schedule based on the requirements of your major/minor, Core Curriculum courses to be completed, and elective courses that you would like to explore. Identify alternate sections and alternate courses in case your first choice courses are full or conflict with required courses.
  ○ ‘Class Search’ on My.Butler
  ○ ‘Course Search’ on the Registration & Records website: [www.butler.edu/registrar/course-search/](http://www.butler.edu/registrar/course-search/)

☐ Meet with your academic advisor to review your draft schedule and to discuss your short-term and long-term goals.

☐ Identify and address any holds that may prevent your registration.
  ○ ‘Service Indicators’ on Student Center of My.Butler

☐ Identify your designated enrollment day and time.
  ○ ‘Enrollment Dates’ on Student Center of My.Butler

☐ Load courses into your My.Butler Shopping Cart.
  ○ ‘Shopping Cart’ on Student Center of My.Butler

☐ On your designated enrollment date and time, enroll in the courses within your shopping cart.

☐ Contact individual departments to obtain permission numbers to enroll in closed courses.
  ○ Registration & Records website: [www.butler.edu/registrar/registration/permission-numbers/](http://www.butler.edu/registrar/registration/permission-numbers/)