

The following page contains the **Advising Agreement Form**.

Information for Advisors:

- Complete a form every semester for each advisee during the advising session prior to granting permission for self-registration.
- Identify and list courses (and alternatives) the student needs for the upcoming semester. *(Should include any summer courses when advising during spring semester for the upcoming fall semester.)* Providing a selection of courses will assist the student should any classes be closed at his/her registration time.
- Include on the form any pertinent advising notes or comments from the session such as information discussed, suggestions provided, etc.
- Sign and date the form and have the student sign it as well.
- Provide a copy to the student and maintain a copy in the student's advising file.
- Remember to click "Advisement Complete" to clear the student for self-registration once courses are determined and the form is signed.
- When you clear students, inform them of their first available registration date/time which is included to the right of each student's name. Any holds will be listed here as well.

Questions?

Contact the **Student Success Center** at **471-3567** or the **Registrar's Office** at **471-3240** for assistance.



CARSON-NEWMAN
A CHRISTIAN UNIVERSITY

Advising Agreement Form

Student Name _____ ID # _____

Advisor Name _____

Recommended Course selection for _____ Semester _____ Year _____

Course Prefix	Course #	Course Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Alternative Courses:

_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Hours Credit _____

Comments/notes: _____

Student Signature: _____ Date _____

Advisor Signature: _____ Date _____

The student signature on this form represents the discussion between advisor and student. The student is ultimately responsible to enroll in classes that fulfill graduation requirements. Should the student elect to enroll in any classes other than those on this form, it is strongly recommended that the student discuss any changes with the advisor before registration.