

# CHECKLIST FOR ACADEMIC ADVISING AND REGISTRATION

Office of Academic Advising, Transitions and Progression (AATP)

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UNDERGRADUATE

## 1. IDENTIFY YOUR ADVISOR

Log into Hornet Hub. Your advisor(s) will be listed under Student Planning > Plan and Schedule > Advising.



## 2. MAJOR CHANGE?

Need to change your major? Speak with your advisor or swing by the Office of AATP to discuss how. We can help you fill out an Academic Program Change Form.



## 3. SCHEDULE

Reach out to your advisor to schedule a meeting to plan your classes. If you have more than one advisor listed, you can email both and meet with either of them!



## 4. HAVING TROUBLE?

Can't get in touch with your listed advisor? You can always drop in to the Office of AATP, Monday - Friday, 9am - 5pm. No appointment necessary!



## 5. GET CLASSES APPROVED

Your courses MUST BE APPROVED in Hornet Hub by your faculty advisor or AATP prior to registration. Make sure you see this icon next to your courses prior to your registration day!



## 6. REGISTRATION SCHEDULE

Hornet Central will email you a registration schedule that tells you the date and time you can register, depending on number of completed credits.



## 7. REGISTER

Click the Register button on your scheduled registration day.

Register Now

## 8. CLASSES FULL?

Don't fret! Contact your advisor or swing by the Office of AATP for a plan of action.



## 9. DROP/ADD

You can adjust your schedule in Hornet Hub (with approvals) until the add/drop deadline (usually a week after classes begin).



## 10. COURSE WITHDRAWAL

After the add/drop deadline, you can still withdraw from a course prior to the withdrawal deadline. You can pick up a Course Withdrawal Request form in the Office of AATP.

