



ACE Pre-Registration Checklist

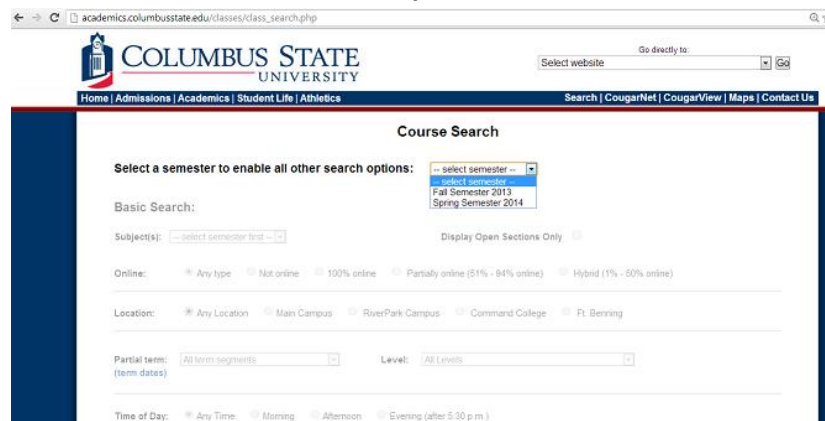
1-Month Before Registration Opens:

- ✓ Set an advising appointment with your advisor:
 - To find out who your advisor is, visit <http://ace.columbusstate.edu/whoismyadvisor.php>
 - Log in to AdvisorTrac to check your advisor's availability and set an appointment.
 - Log into your CougarNet account.
 - Click on the Enrollment Services Tab.
 - Scroll down the "Registration" column until you see the AdvisorTrac link. Click on the link and you will be redirected to AdvisorTrac.
 - Place your cursor on "Go To" and use the drop down to select "Make Appointment."
 - Select a Center - Click on "Academic Center for Excellence."
 - Choose your advisor and leave reason blank. (Click here to find your advisor!)
 - SCROLL DOWN to see the advisors, dates and times available. (Please make sure to make an appointment with the advisor for your major.) Click the time on the date you want to schedule.
 - Another screen will pop up with your name in the upper left corner. Use the "Request Help In" box to select your major.
 - Leave phone number, major, and notes for advisor.
 - Click "SAVE Appointment."
 - You are now scheduled to see your advisor. Please note the date and time of your appointment. (You can repeat steps 1 & 2 to see your appointment date and time on the screen. You will be emailed a confirmation and a reminder.)

Before Your Advising Appointment:

- ✓ Review degree requirements for your major:
 - You can locate your degree requirements in the Academic Catalog:
<http://academics.columbusstate.edu/catalogs/>
 - **Be sure to use the catalog for the year you enrolled at CSU.** For example, if your first semester on campus was in the Fall of 2012, you would use the 2012-13 catalog. If you have questions about which catalog to use, consult your advisor.
- ✓ Browse the class schedule:
Visit: http://academics.columbusstate.edu/classes/class_search.php

Select the semester from the drop-down Box:





Select the classes you want to view by subject matter:

The screenshot shows the 'Course Search' page on the Columbus State University website. The browser address bar shows 'academics.columbusstate.edu/classes/class_search.php'. The page header includes the university logo and navigation links. The main content area is titled 'Course Search' and includes a semester selection dropdown set to 'Spring Semester 2014'. Under 'Basic Search:', the 'Subject(s):' dropdown menu is open, displaying a list of subjects: Accounting - ACCT, Anthropology - ANTH, Arabic - ARAB, Art - Education - ARTE, Art - History - ARTH, Art - Studio - ARTS, Astronomy - ASTR, Biology - BIOL, Business Administration - BUSA, Chemistry - CHEM, Communication - COMM, Computer Science - CPSC, Counseling - COUJ, Criminal Justice - CRJU, and Economics - ECON. Other search options include 'Display Open Sections Only', 'Online' (with radio buttons for 'Any type', 'Not online', '100% online', 'Partially online (51% - 94% online)', and 'Hybrid (1% - 50% online)'), 'Location' (with radio buttons for 'Any Location', 'Main Campus', 'RiverPark Campus', 'Command College', and 'Ft. Benning'), 'Level' (set to 'All Levels'), 'Partial term (term dates)' (set to 'All term segments'), and 'Time of Day' (with radio buttons for 'Any Time', 'Morning', 'Afternoon', and 'Evening (after 5:30 p.m.)').

Toggle any special options you want to search, then click “Find Courses” at the bottom of the screen.

This screenshot shows the same 'Course Search' page, but with the 'Subject(s):' dropdown menu closed and 'Biology - BIOL' selected. The 'Find Courses' button at the bottom of the form is highlighted with a red arrow, indicating the next step in the process.