PRIORITY REGISTRATION (PRE-REGISTRATION) AND ADVISEMENT FOR PRE-BUSINESS & BUSINESS MAJORS

PRE-BUSINESS STUDENTS
Students who have earned more than 24 semester credit hours, but fewer than 60 hours; freshmen who have fewer than 24 SCH should visit University College for advisement.

Pre-Business Student Advisor: Ms. Gordon
Hobart Taylor Building
Room 2A203C – 2nd Floor
Phone Number: (936) 261-9238 klgordon@pvamu.edu

BUSINESS STUDENTS
Students who have earned more than 60 hours will need to visit their departments for assistance and assigned an advisor.

Department of Accounting, Finance and Management Information Systems
Hobart Taylor Building
Room 2C222 – 2nd Floor
Department Head: Dr. M. Khan
Assistant: Mrs. Harris
Phone Number: (936) 261-9275

Department of Management and Marketing
Nathelyne Kennedy Architecture Building
Room 202 – 2nd Floor
Department Head: Dr. S. Tandon
Assistant: Ms. Kesee
Phone Number: (936) 261-9280

College of Business Faculty Directory: http://pvamu.edu/pages/3226.asp

Pre-Business and Business Students advised through the College of Business must sign up with their advisor in their respective departments to be advised and to receive a PIN to register for their classes.
Steps to Complete Prior to College of Business Registration and Meeting with you Advisor

1. **Review your degree plan.** Unless you change your major or withdraw from the university, you stick with the degree plan you came in with. Some of the course names and/or numbers may change, but you stick with your degree plan when you enrolled at PVAMU! If you need access to a different degree plan, you may look it up in the University Catalog
   c. MISY Degree Plan - [http://pvamu.edu/pages/131.asp](http://pvamu.edu/pages/131.asp)

2. **Review your account information on PantherTracks**
   a. **Do you have holds on your account?** You will not be able to register with holds. Resolve any financial or academic holds as soon as possible.
   b. **Are you on academic probation or have you received a failing grade at mid-term?** You may have an academic or department hold on your account.
   c. If you do not have any holds on your account, print out a copy of your transcript and check off the courses you have already taken and passed (note: for some classes, a “C” is passing, not a “D”).

(PantherTracks Help: [http://www.pvamu.edu/pages/4081.asp](http://www.pvamu.edu/pages/4081.asp))

3. **Look up the courses you need to take online.**
   b. Click on the link highlighted Class Schedule in the middle of the page.
   c. On the next screen, select the term you want to register for (Summer 2013 or Fall 2013) in the drop down box.
   d. Once you find the classes you want to take, follow the link to review any pre-requisites and the number of spaces left open in the class.
   e. **Note:** Some classes for juniors and seniors are only offered once a year. *If you are within three semesters of graduation, make certain that the classes you need will be offered when you need them.*

4. **Complete the Prairie View A&M University Registration and Special Approval Form** with the information you found when you looked up your classes. A sample form is attached.

5. **Once you are done with your advisement appointment, remember to write down your PIN** (Personal Identification Number) for registration; store it in your mobile phone if you need to. It should not change. You can add and drop classes with your PIN if you change your mind later, need to have a hold removed, or if you are dropped for another reason.