Advisement & Registration

Information & Tips for
College of Business
Majors
Review your Degree Plan

• Go online to www.pvamu.edu/business
• Select Programs from the top menu
• Select the department for your major
Review your Degree Plan

• Find your degree plan by clicking on the appropriate link

  • Students who came in in fall 2014 or returned to the university after an extended absence should select the degree plan with New Core in the name.

  • Students who started at PVAMU before fall 2014 should simply select the traditional degree plan
Review your Degree Plan

- Check off the courses you have already taken by reviewing your transcript through Panther Tracks.

![Course Sequence](image_url)
Look up the course schedule for your classes

- Go to [www.pvamu.edu](http://www.pvamu.edu)
- Click on the “Find a Course” button
Look up the course schedule for your classes

- In the drop-down box, select the semester for which you are seeking a class.
- Search for classes by name and course number
Look up the course schedule for your classes

- Review the information for the class.
  - Note the meeting time/day
  - Location
  - Dates for classes
- Note the 5 digit CRN and the section number
  - Section P – PVAMU Main campus
  - Section N – PVAMU Northwest Houston Campus
  - Section Z – Online course
- Click on the name of the class to view prerequisites.
Look up the course schedule for your classes

- Check to see if the class has prerequisites (restrictions or requirements that must be met before you can enroll.)
- If you meet the prerequisites, need the course and there are seats available, add this course to your list.
- As you are looking up classes, be sure to keep track of the days and times so that you do not do schedule overlapping classes.
Complete the Registration Form

- Complete the PVAMU Registration & Special Approval Form.
  - You can find this form online or in the department heads office
  - Include the information at the top as shown.

- Write down the 5 digit CRN, course prefix and number in the space provided.

- Include the section number for the course you plan to take
Complete the Registration Form

- Some classes fill up quickly so it is a good idea to include one or two classes as alternates so that when you meet with your advisor you can discuss them during your appointment. If you need to add/drop later, you will already have good options available.
Complete the Registration Form

- Don’t forget to sign and date your form.
- Remember to take your completed form with you when you see your advisor.
- Keep your form so that when you register you will have everything you need in one place.
Some Good Advice

• Freshmen
  • Make sure that you take all of your University core courses (English, Math, Government, etc.) as soon as possible so that you can get to your business courses faster.
  • If you are not working in summer, consider taking some courses at PVAMU to get ahead or catch up (remember to have a Pre-Approved Transfer Credit form completed by your advisor or Department Head if you are taking classes somewhere else).
  • Take a math class in summer. Math classes must be taken in sequence and are prerequisites to a number of business courses. Stop putting them off!
Some Good Advice

• Sophomores
  • If you need to take the summer off, don’t have an internship, and don’t want to hold “just any” summer job, consider volunteering and using what you’ve learned to mentor youth in a summer program or help a small business or non-profit.
  • If you haven’t already taken MGMT 2000 (Professional Development for Business) add it to your schedule. It is a required class for graduation and it helps students prepare for internship opportunities available to junior-level students.
  • The GPA you have at the end of your sophomore year could be the GPA that you will apply for internships with. If you need to attend summer school to make some changes, do it.
Some Good Advice

• Juniors
  • Did you score an internship? You can earn credit for your internship if you meet the requirements. Contact Kimberly Gordon at klgordon@pvamu.edu or visit the website for information on enrolling.
  • Make sure that you have taken all of your common business prerequisite courses to ensure that you will graduate on time. Examples include the principles classes (MGMT 3103, FINA 3103 and MRKT 3103).
  • Some business courses are only offered once a year. Do you know what those are and how this will impact your graduation date? Ask your advisor.
  • By this time you should have a good idea about when you will graduate (semester and year). If you have earned more than 75 semester credit hours, ask your advisor for a degree audit to find out what you have left.
Some Good Advice

• Seniors
  • You should be on track to graduation. When is the deadline to apply for graduation? The deadline is typically in the semester before you graduate. Set a reminder in your calendar and apply through Panther Tracks.
  • How is your resume looking? If you need help, visit Career Services. Companies start to make offers of employment as far as 9 months in advance. Don’t wait until the last minute.
  • If you plan to attend graduate school, now is the time to take a look at application deadlines and requirements. Some schools have deadlines 9-12 months before the date of admission. Plan accordingly.