

### Step 1--Enrollment in School of Business

1. **Complete SOB Enrollment Application:** Have you completed the admissions form and been admitted into the School of Business? If so, move to Step 2. If not, complete the admissions application on <http://bschool.alcorn.edu>. You will receive e-mail confirmation.

2. **Conditional Enrollment:** In the opinion of faculty, any students who don't meet the minimum admissions requirement are separately identified, centralized, and managed until exited from conditional enrollment. Students who (i.e., grade of D in one or two courses, enrolled in one or two courses, still not released from general college, still have not taken one or two classes).



## School of Business On-line Registration & Advisement Process

### Step 2--Graduation Plan and Trial Schedule

Once you've been admitted (including released from General College), you must also do the following:

1. Go to <http://bschool.alcorn.edu>

2. **Complete/Update Student Demographic Profile (SDP).** This profile page provides critical data to ensure conformance to ASU School of Business Mission and AACSB standards.

3. **Complete the on line Trial Schedule (TS)** for the upcoming semester from the list of courses required for major (per the Graduation Plan). When you have completed your Trial Schedule, press send. You will automatically be assigned to an advisor in your discipline and your trial schedule will be sent to him or her. Please print a copy of the trial schedule for yourself.

3. **Make appointment to see your Advisor.** Click the advisor link to find out the name, office hours and phone number of your advisor. Take your Trial Schedule to the appointment. Log-in to BANNER and print your current BANNER transcript printout. Take BANNER transcript and TS to your advising consultation.

### Step 3--Academic Advising and Career Coaching

Once you've created your Graduation Plan and Trial Schedule (and got Transcript/Banner transcript print-out), meet with your advisor at the appointed time.

1. **Advisor and Advisee review Graduation Plan (GP) and Trial Schedule (TS).**

2. **The advisor approves Graduation Plan (GP) and current Course Schedule (CS).**

3. This is a good time to request advisement on graduation, career, and other pertinent issues to achieve your academic goals. Also, the Advisor will inform of other University resources.

### Step 4--Evaluation and Student PIN Retrieval

Once student meets with the advisor, the following two things are in order:

1. Student will **Complete the Student Advising Evaluation Form (SAEF)**. (Get form from your advisor).

2. Print out **proof of registration form**. (Provided by advisor)

3. Take the proof of registration form to Department Secretary who will issue PIN for on-line registration.

4. Advisor completes Advisor Evaluation Form (AEF) and submits to Secretary.

5. Department secretary compiles SAEF and AEFs and submits to Coordinator of Advising and Student Services Committee for data analysis and reporting.

### Step 5--Student On-Line Course Registration in Banner



**Congratulations!**

\* Please note: This flowchart is reviewed regularly and updated to ensure a quality advisement process.

repeat process until matriculation