



## Step-by-Step Directions for Completing and Submitting Your Honors College Advising Form

Each semester, Honors students are expected to meet with their Honors College Advisor prior to registering for classes for the following semester. This meeting is a chance for you and your advisor to review your progress towards the Honors College requirements and map out the classes you plan to enroll in.

To ensure that all Honors students meet with their Honors advisor, an Honors College Advising Hold will be placed on your account at the beginning of each semester. You will not be able to register for classes until this hold is lifted. To have your hold lifted, you must:

1. Schedule an advising appointment with your Honors College Advisor
2. Download, complete, and sign the Honors College Advising Form
3. Email the form to your advisor *prior* to your advising meeting
4. Meet with your advisor at the scheduled time

Your advisor will then sign your form and lift your hold. It's important that you *not* wait until the day before registration to begin this process, as it can take up to 48 hours to lift an advising hold.

Read on for complete instructions on how to complete the Honors College Advising Form.

**1. The form is located on Honors Hub.** Navigate to the Forms tab and look under "General Advising." Important: **You must download the form to your desktop, close your browser, then open the form that you saved to your desktop using Adobe Acrobat.** If you do not have Adobe Acrobat installed on your computer, you may [access it through Apps Anywhere](#). This is essential so that you can add your signature when the form is completed. If you encounter accessibility issues with the form, contact [Honors@cofc.edu](mailto:Honors@cofc.edu) for assistance.

**2. Enter your contact information.** This includes your name and your CWID.

**3. Enter your Anticipated Year of Graduation.** This year is calculated based on when you entered the College and assumes that you will be here for four years. Therefore, if you started at the College in Fall 2021 your anticipated year of graduation would be 2025. If you are planning on graduating early, you should only enter an updated graduation year if you have already submitted a request to graduate early to Mary Moser. Otherwise, put your original graduation year.

- 4. Enter your current Earned Credit Hours.** This number can be found on your degree audit in the Degree Works System. This number should *not* include any course work that you're currently taking and have not yet received a final grade for.
- 5. Enter your Major(s).** This is your formally declared major(s). You should include all your declared majors if you have more than one. If you have not formally declared a major, write "undecided" (note: advising is a great time to formally [declare your major](#) because it will open up opportunities for you to register for upper-level classes).
- 6. Enter your Major Advisor.** Please give the first and last name of your academic major advisor(s). Note that this is *not* your Honors advisor.
- 7. Enter your Minor(s).** If you have formally declared a minor, indicate it here.
- 8. Enter your Minor Advisor.** Please give the first and last name of your academic minor advisor(s), if you have one.
- 9. Indicate whether you are currently eligible for Athletic Priority Registration.** Athletes who play for the College's varsity athletic teams and are in good standing with the athletic department should check this box.
- 10. Fill out your Course Selection with the classes you're planning to take.** These are the classes that you are considering taking next semester. You should fill out this section prior to meeting with your Honors advisor. That way, you and your advisor can review your selections and finalize your plans for the semester ahead.
- 11. Fill out the Alternative Courses as a backup plan.** These are courses you'd consider registering for if you are unable to get into your preferred courses. You and your Honors advisor should review these courses together at your meeting.
- 12. Add up the total number of credit hours you're planning to enroll in.** This number is based on the total number of credits for the courses you've entered under the Course Selection section.
- 13. Track your progress using the Honors Requirements section.** Review each Honors requirement. If you're currently enrolled in a course that meets the requirement, check the I.P. box ("in progress"). If you've completed a requirement, enter the number of credit hours you earned for that particular course.
- 14. Add up the total number of HONS hours you've completed.** Those classes that are I.P. ("in progress") should not be included in this calculation.
- 15. Virtually sign the form by clicking on Student Signature.** Follow the instructions to add a digital ID to the form. If you have already setup your digital signature and saved it, it will prompt you to insert your saved signature. If not, you will be prompted to configure a digital ID using Adobe's Digital ID

File. If you are using a Mac and do not have Adobe Acrobat, save your document and close it without a signature. You will then re-open your document in "Finder" to complete and add your signature.

**16. Save the form using this specific format.** Please name your file using this specific format:

Advising Form for Spring 2022-*Your Last Name, Your First Name*.pdf

**17. Submit the form to your advisor via email.** Email your Honors College Advisor and attach the saved document. You should do this prior to your scheduled advising appointment. If this is your first time meeting with your Honors College Advisor, you can confirm their name and email address on your degree audit in the Degree Works System on MyCharleston.

**18. Meet with your Honors College Advisor.** Schedule an advising meeting with your Honors College Advisor. At this meeting, the two of you will review your advising form and confirm your plans for the semester ahead. Each advisor has their own process for scheduling a meeting, so contact them in advance of registration to schedule your meeting.

**19. Your advisor will add their signature to the form and lift your Honors College hold.** Do *not* wait until the day before registration to submit your advising form to your advisor. It can take up to 48 hours for the removal of holds to process. It is your responsibility to give your advisor plenty of time to review your advising form before they lift your hold.

If you have any questions regarding this information, please contact your Honors College Advisor.