

## How to Prepare for a Timetable Meeting with an Academic Advisor

1. Please read everything you have received from the University of Winnipeg by mail or email.
2. Use the [Registration](#) section on the University's website:
  - a. Start on the main UW webpage: [www.uwinnipeg.ca](http://www.uwinnipeg.ca)
  - b. Click on Student
  - c. Click on Registration
  - d. Print and read carefully the "YOU FIRST TUTORIAL: A How-to-Guide for Undergraduates" PDF document
  - e. Highlight important information for reference
  - f. Print out the Timetable Worksheet and fill in with your preliminary course selections
  - g. Prepare your questions
3. After you've read the above material and if you would still like to talk with someone about your choices, you can call 779-UWIN (8946) to schedule an appointment with an advisor. Another alternative is to attend a 10-minute drop-in session to get assistance. Drop-In times are usually 9:00-10:30 am and 2:00-3:30 pm.

Academic Advisors can give you feedback on your preliminary course choices and discuss course selection in light of a particular study goal you may have. You may come in-person or meet by telephone.

For more information, please call 779-UWIN (8946).

4. Please have the following material handy for when you speak with an advisor:
  - A print-out of the "YOU FIRST TUTORIAL: A How-to-Guide for Undergraduates", and any questions which have arisen from going through it
  - A print-out of the 4 pages from the [Calendar](#), which describe the General Degree Requirements
  - If you're a returning student, make a list of courses you've already completed and a list of what still needs to be done to fulfill the requirements for your particular degree and your particular major. See the "Need to do Degree/Program Planning?" PDF document on the [Academic Advising](#) web page
  - A listing of your preliminary course selection (making a note of why you have chosen each particular course - is it an area of special interest? or a required 1000 level course for a subject I am considering majoring in? or is it a required course for a program I am later applying to? or is this subject new to me but I wish to explore it?)
  - A copy of the timetable that you have put together so far.