ACADEMIC ADVISING

Academic Advising is the responsibility of the student’s academic advisor.

The Registrar’s Office will direct students to schedule an appointment with their advisor regarding matters relating to their course schedules or other academic concerns.

Instructions for Degree Audit Worksheet

Responsibility of the Student

1. Login to Sonis and print the Bio page. This shows all courses taken. Also listed is the advisor’s name and email.

2. Obtain a Degree Audit worksheet for specific degree program from www.mabts.edu. Go to the Academic tab, then click the Registrar link.

3. Make an appointment with the advisor to discuss academic scheduling. Take the Degree Audit Worksheet and printed Bio page to the scheduled appointment.

4. When the student is one semester away from graduation, have the academic advisor sign and date the completed Degree Audit Worksheet.

5. Supply a copy to the Registrar’s office. This action will put the student on the graduation list for the next semester and begin a transcript audit. Once the student’s academic record has been verified by the Registrar the student is placed on the graduation list.

6/5/13