ACADEMIC ADVISING Instructions
for BACS

Student’s responsibility - Schedule your academic advising by completing the following steps.

1. Log in to Sonis and print your Degree Audit. This shows all courses taken or transferred into MABTS. If you have courses you need to transfer into MABTS, email registrar@mabts.edu.

2. Obtain the most current course schedule from our website under the Academics tab.

3. Email your advisor for an appointment. Your advisor’s name and email can be found on your Bio page in Sonis. Take your degree audit and course schedule sheet to the scheduled appointment. (During your first 60 hours, your advisor must register you for your classes, so be sure to schedule your appointment in a timely manner and clear all holds on your account before meeting with your advisor.)

4. Students who are planning to graduate within one to two semesters need to supply a copy of the degree audit, signed by the advisor, to the Registrar’s office. This action will begin a transcript audit by Registrar. After the Registrar has verified the student’s academic record, the student is placed on the graduation list.

*NOTE: The first 60 hours of the BACS program must be taken as prescribed before the courses for the second 60 hours may be taken.

Email the Registrar at registrar@mabts.edu if you have questions.

6/24/15