



ACADEMIC ADVISING Instructions

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

1. Log in to Sonis and print your **Bio page**. 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 a **Degree Audit worksheet** for your degree program from the Registrar's page on MABTS website. Fill out the degree audit with the courses you have completed. This will allow you to see the remaining courses needed to finish the degree. Also, 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. Take your completed degree audit, course schedule sheet, and your Bio page to the scheduled appointment.
4. **Students who are planning to graduate within one to two semesters** need to supply a copy of the signed degree audit 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.

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