# How to be Proactive and Prepare for an Advisement Session with your SEEK Counselor

All SEEK students are **required** to attend an advisement session with their SEEK counselor at least once a semester in the Fall between October-November and in the Spring between March-April.

During our Advisement sessions, we will review:

- Current Curriculum
- Intended Major
- Eligibility to declare a major
- Degreeworks to explore course options for the upcoming semester
- Progress in current semester courses

Advisement sessions are a partnership between SEEK counselors and students and in order to get the most out of your advisement session, we ask you take the following steps:

**Steps to complete before the day of your advisement appointment**

- **Step 1:** Use the Navigate APP to schedule the appointment at a time that works for you (remember that you should be attentive and in a spase that allows you to engage with your counselor.
- **Step 2:** Log into CUNYfirst and Outlook to ensure that you have access.  Any difficulties should be resolved by sending an email to helpdesk@csi.cuny.edu before the date of your appointment

**Be prepared for the Advisement session. Here's how you can accomplish that:**

- **Step 3:**
  - Review your curriculum and DegreeWorks audit
  - Familiarize yourself with the CSI catalog and read the descriptions of classes you plan to take next semester
  - Take notes during the advisement session

**Steps for after Advisement session:**

- **Review advisement notes using the Navigate application on your computer after you complete your session.** This helps to retain information.
- **Select course sections for the upcoming semester**
- **Review the pre-requisites and co-requisites for these courses using the CSI catalog**
- **Place courses in your shopping cart and enroll for 12-18 credits during early registration period**

Let your counselor know if you do not understand what they are talking about, or ask them to slow down, and/or repeat the explanation.

- **BE ON TIME PLEASE!**

**SEEK  OPEN:** Monday – Friday 9AM-5PM
**Email:** seek@csi.cuny.edu
**ASK SEEK LINK:** https://us.bbcollab.com/guest/c611f908cb264890ad85d508a73cb8be