Hi,

Welcome to Seattle University! SU’s Albers School of Business and Economics is excited you have joined our academic community. Signing up for your first quarter of classes at Seattle U is a significant milestone in your transition to college. We will be alongside you every step of the way to help you get ready for your first Fall on campus.

Below is a step-by-step outline that will guide you to completing all required tasks throughout your Advising and Registration process this summer.

---

**WHAT IS “ADVISING AND REGISTRATION”?**

The goal of Advising and Registration is to complete your Fall Quarter 2023 class schedule. Here are important terms to understand:

- **Academic Advisor:** A staff or faculty member who guides you toward successfully completing your degree. In Mid-June, you will be assigned an Academic Advisor to be your go-to contact throughout the summer for support with advising and registration.
- **Academic Advising:** A collaborative relationship between you and your Academic Advisor that involves course planning and registration, exploring academic and career goals, and connecting with campus resources.
- **Course Registration:** A designated time when you sign up for classes to take during the upcoming quarter.

Here is an overview of all tasks you need to complete in order to register for your Fall Quarter 2023 class schedule:

<table>
<thead>
<tr>
<th>Task</th>
<th>Is this Required?</th>
<th>Deadline</th>
<th>Where to Access?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Academic Advising 101 Module</td>
<td>Required</td>
<td>Friday, June 16</td>
<td>Canvas</td>
</tr>
<tr>
<td>Complete Course Registration 101 Module</td>
<td>Required</td>
<td>Friday, June 16</td>
<td>Canvas</td>
</tr>
</tbody>
</table>
Complete ALEKS Math Placement Assessment | Required | Friday, June 16 | Portal
Sign up for Academic Advising Workshop | Required | Friday, June 23 | Admissions Portal
Attend Academic Advising Workshop | Required | June 26-30 | Admissions Portal
Prepare Educational Plan | Highly Recommended | Friday, July 7 | mySeattleU
Sign up for Course Registration Workshop | Required | Friday, July 7 | Portal
Attend Course Registration Workshop | Required | July 10-21 | Portal

HOW TO PREPARE FOR ADVISING AND REGISTRATION

Starting today, you can begin the following tasks to work toward completing your Fall Quarter 2023 class schedule:

Online Orientation Modules (Deadline: Friday, June 16)

Your Online Orientation Modules, located in Canvas, explore different topics that prepare you for your transition to college life at SU. The following modules will prepare you for Advising and Registration:

- **Academic Advising 101**: This module explains how Academic Advising works, reviews academic terms, and shares resources available for academic support.
- **Course Registration 101**: This module includes step-by-step instructions to prepare your Educational Plan and select courses you will sign up to take during the upcoming quarter.

ALEKS Math Placement Assessment (Deadline: Friday, June 16)

All new first-year students are required to complete the ALEKS Math Placement Assessment **before** registering for classes. The purpose of your Math Placement Assessment is to determine which initial math class you will “place into”. This is not a pass/fail exam.

- Students with SAT, ACT, AP, or IB math scores will have these scores evaluated by an Academic Advisor after completing their Math Placement Assessment. When you participate in Course Registration, the score that places you into the highest-level math course will be used.
- Students who are not satisfied with their ALEKS score can retake their Math Placement Assessment. Visit SU’s Math Placement webpage to learn more.

To access and complete your ALEKS Math Placement Assessment:

1. Log into your Admissions Portal and go to your New Student Checklist.
2. Click on the “ALEKS Math Placement Assessment” checklist item.
3. Follow the instructions on this page to log into the ALEKS website and begin your Math Placement Assessment.

If you have questions about completing your Math Placement Assessment, please contact orientation@seattleu.edu.
Educational Plan

Your Educational Plan is a map of courses you need to complete within your academic major to graduate. You can explore and prepare your Educational Plan by signing into mySeattleU and clicking the “Student Planning” tab. **We highly recommend** you prepare your Educational Plan before attending your Course Registration Workshop. To learn how to use Student Planning, please complete your Course Registration 101 module in Canvas.

ACADEMIC ADVISING WORKSHOPS

**Academic Advising Workshops take place Monday, June 26 – Friday, June 30.** During these workshops, you will build connections with Academic Advisors and other new students in your major, learn about degree requirements, and prepare for course registration. To prepare for this workshop, please complete your Academic Advising 101 module.

[Click here to sign up for an Academic Advising Workshop now!](#)

SIGN UP HERE

COURSE REGISTRATION WORKSHOPS

**Course Registration Workshops take place Monday, July 10 – Friday, July 21.** During these workshops, you will meet with an Academic Advisor to sign up for your Fall Quarter 2023 classes. Each workshop has limited spaces to allow for more personalized guidance. We hold class spots open throughout Course Registration weeks, so no matter when you register, you have a fair opportunity to get the classes you need. Sign up as soon as possible to attend your preferred time. Workshops will not be recorded; you must meet with an Academic Advisor to register for Fall Quarter 2023 classes. To prepare for this workshop, please complete your Course Registration 101 module and Educational Plan.

Students with 45+ College Credits: Individual Advising Appointments

If you are bringing 45 or more college credits to SU, you will **not** attend a Course Registration Workshop. Instead, you will schedule an individual Advising Appointment. To schedule an Advising Appointment:

1. Log into your [Admissions Portal](#) and go to your New Student Checklist.
2. Scroll down to the section titled “Course Registration Workshops”.
3. Click “Schedule an individual Advising Appointment (Only for Students with 45+ College Credits)”. 
WE LOOK FORWARD TO MEETING YOU!

We can’t wait to start collaborating with you to shape your academic journey! We recognize the transition to college comes with a LOT of new information. You’re not alone – we’re here to help you! Please don’t hesitate to reach out to us with any questions. We look forward to seeing you at your Advising and Registration workshops and meeting you in person on campus this fall!

Note: If you have extenuating circumstances that prevent you from being available to attend your Advising and Registration workshops at the dates and times available, please contact our Advising Center at Albers_UG-advising@seattleu.edu to discuss your conflict.

Sincerely,

ALBERS SCHOOL OF BUSINESS AND ECONOMICS | SEATTLE UNIVERSITY
901 12th Avenue, Seattle, WA 98122
PIGT 318| 206-296-6283
Albers_UG-advising@seattleu.edu