Registering for classes can be a whole lot easier if you do your advisement homework. Let’s make sure you are taking the right preparation steps this semester so that registration is a breeze! Use this checklist as you plan for the upcoming Fall early registration happening April 7-15!!

- View your degree audit in your MAX account.
- Review your requirements - what you’ve completed, what you need.
- Consider possible course selection for the upcoming semester.
- Search for courses on the web schedule (see Registrar’s website).
- Create a “rough draft” schedule for courses. Have 2nd and 3rd choices for classes/times as a backup plan.
- Schedule an appointment with your advisor to discuss your plan.
- Receive your TAP number (advisement pin) from advisor.
- Double check in MAX if you have any holds, resolve ASAP.
- Schedule for classes at your designated time (or soon after).

If you need any follow-up assistance, contact your advisor or our department, Academic Advisement & Student Development, in Lyle Hall 264.
What you do today can improve all your tomorrows.

~Ralph Marston
(Writer, The Daily Motivator)

Ask an Advisor...

**Question:** I tend to wait until the last minute to begin projects and homework. I know I shouldn’t procrastinate because I end up doing poorly and completely stressed out! I want to do better but I’m not sure how I can stop. Help!

**Answer:** First, it’s good that you recognize this is a bad academic habit, especially since it only causes stress and poor performance. In order to overcome procrastination, you need to know what needs to be done, how to do it, and when it needs to be done. A big project or studying for a test can seem less daunting if it’s broken down into manageable parts.

A bit of planning and sticking to your plan can have great outcomes! Try the following strategies to help curb your tendency to put things off until the last minute...

- Write a “to-do” list of tasks and goals you need to work on. Breaking these lists down by month, week, and day can be helpful to see what needs to happen when.
- Use a planner/schedule book, especially one that has a monthly calendar AND a weekly/daily grid. This helps to see the big picture (monthly due dates/events) as well as each individual day.
- Prioritize your list of tasks by listing them from the most important to the least important. Be realistic and honest about this.
- If necessary, break each task into smaller “chunks” and estimate how much time is needed to complete each.
- Assess what time of day (morning, afternoon, evening) is your optimal time of day to be productive. Plan your day and most important tasks during this time to help stick to your plan.
- Learn to say “no” to distractions that cause you to procrastinate!

Have other questions about degree audits, majors, minors, or other advisement topics? Contact your assigned advisor, email us at adviser@millersville.edu, stop by our office in Lyle Hall or call 871-5333 and set up an appointment.

Stress: Become a master of managing it

A common phrase heard from students is “I’m so stressed out!” This doesn’t have to be the case. Stress can have a positive role in motivation and goal setting. It’s important to balance so it isn’t a negative in your life. Here are tips on managing stress:

- **Manage your time** - master your school/work/life balance with realistic scheduling of how you spend your time
- **Take a moment** - exercise, meditate, get some fresh air
- **Stay positive** - look for ways to improve, use struggle as a motivator for change
- **Stop procrastinating** - putting things off only adds to stress
- **Seek support** - reach out to a friend or family member, visit Academic Advisement & Student Development or the Counseling Center, both located in Lyle Hall

Three kinds of common stress triggers:

- **Social:** relationships, balancing academic and social life, adjusting to life away from family members or to the new environment at school
- **Academic:** strict schedules, deadlines, grades, new challenges in the classroom, exams and projects, new responsibilities, poor time management
- **Daily life:** daily commute, job responsibilities and schedule, financial burdens

Who We Are

The Department of Academic Advisement & Student Development, located on the 2nd floor of Lyle Hall, coordinates services for all students in conjunction with academic departments such as change of majors, minors, and advisors, and provides advisement for students who have not yet declared an academic major in collaboration with the Exploratory advisors. The office has a comprehensive website at www.millersville.edu/advisement. The Exploratory Program also has a website which includes relevant information for the undecided student at www.millersville.edu/undprgm.