



Hi Rudy,

The Albers School of Business is excited you have joined our academic community! Below is a step-by-step guide to your Advising and Registration process this summer. Please review this information and visit your Orientation Portal to take action now! You can see an overview of the advising process on the [New Student Advising and Registration webpage](#).

WHAT IS “ADVISING AND REGISTRATION”?

The goal of advising and registration is to complete your class schedule and introduce you to academic advising at Seattle University. Here are important terms to understand:

- **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.
- **Academic Advisor:** A staff member who guides you toward successfully completing your degree. **You will be assigned an academic advisor starting June 16, 2025.**
- **Course Preference Form:** The course preference form is an opportunity to share some of your interests with the advisors who will build your course schedule. Be sure to include all college course credits you anticipate completing before you start at Seattle U, even those that you haven’t yet completed.

HOW DOES COURSE REGISTRATION WORK?

At Seattle University your academic advisor will build your course schedule for your first fall quarter term. Your academic advisor will review your Course Preference Form to help determine which courses are best for you! You will then be sent a copy of your course schedule and will schedule an appointment to meet with your academic advisor to review your schedule together.

Here is an overview of the initial steps you can complete now:

Steps	Task	Deadline	Where to Access
Step 1	Complete Course Preference Form*	May 30	Orientation Portal
Step 2	Complete Required Placement Exams, if Needed	May 30	Language Placement ALEKS: Orientation Portal

Step 3	Complete your Academic Advising Modules	July 8	Canvas
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**You must first complete your Course Preference Form before you can officially sign up for your academic advising appointment on June 16.*

ALEKS MATH PLACEMENT

Rudy, as a student in the **BA, major in Economics** you are **required** to complete the ALEKS Math Placement Assessment. We recommend setting aside **2-hours** to complete the assessment.

- Students wishing to use a disability accommodation to take ALEKS must request the accommodation **before** attempting the exam. You can find information about requesting an accommodation on your [New Student Checklist](#).

ACADEMIC ADVISING APPOINTMENT

During your appointment, you will connect with your academic advisor to discuss your fall 2025 schedule and talk through your academic interests and degree requirements. You will be able to sign up for your appointment starting June 16. Appointments start on July 8.

WE LOOK FORWARD TO MEETING YOU!

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 reply to this email with any questions.

Sincerely,

Albers School of Business Advising Center

Albers School of Business and Economics | SEATTLE UNIVERSITY

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