



## Second Year Checklist

### Second Year Students (30-59 completed units)

#### Transfer Students

Transfer Students, click on the Transfer & Commuter Connections website to help make your transition to NAU a smooth one.

- [Transfer & Commuter Connections](#)

***Complete 15 units per term (or talk with your advisor to discuss other options)***

#### Step One

Send official transcripts to the Office of Undergraduate Admissions to have them evaluated and posted to your LOUIE. (Early Enrollment depends on the number of units completed!!)

#### Step Two

Find your Academic Advisor. In your second year, you might be seeing your Gateway Advisor or a college advisor. To find your assigned advisor check your LOUIE.

- [How to find your Advisor](#)

\*If your advisor is listed as unassigned, click to visit our [University Advising](#) contacts page.

#### Step Three

Schedule an Appointment.

- *Gateway*  
When you receive your early enrollment advising email, click [Early Enrollment Advising](#) to schedule an appointment with your Gateway Advisor.
- *College*  
Call or email your assigned advisor early in the semester to schedule an appointment.

#### Step Four

Prepare for your advising appointment.

- Utilize the Academic Catalog to find information on major and minors
- Review your academic requirements report on MyNAU or LOUIE.
- Consider minors or certificates.
- Prepare a list of questions for your advisor and plan to take notes.
- Understand that advisors are here to assist you and offer feedback based on the information you provide. Ultimately, **you will make the final decisions** based on what is discussed during your appointment.
- Be mindful of each college's (and Gateway's) late policies.
- Lastly, be attentive and ready to interact with your advisor. Use this time to find out about important resources, gain more knowledge about options available to you and actively participate in your educational experience.

### Step Five

Clear holds on your account in order to enroll.

- Learn more about [Holds](#)

### Step Six

Consider Studying Abroad! Browse the [Center for International Education](#) website for your options on the programs that are available to you.

### Step Seven

Get involved with all that NAU has to offer!

- Visit the [True Blue Connects](#) site and browse over 300 clubs and organizations
- [Greek Life](#)
- Search for jobs offered on and off campus through [Jobs for Jacks](#)
- [Club Sports](#) or [Intramurals](#)
- Attending home games for each sport in season: [NAU Athletics](#)

### Step Eight

Utilize academic services offered on campus.

- North and South [Student Learning Centers](#)
- [Supplemental Instruction](#)
- Professor's Office Hours

### Step Nine

Ensure that your finances are taken care of for the following academic year. Go to the [Financial Aid](#) website to search for scholarships that are offered.

- Search and apply for departmental scholarships and grants within NAU
- Complete FAFSA

### **Step Ten**

Take steps toward the end goal: GRADUATION.

- Meet with your advisor during your second semester
- Create an individualized progression plan