



*Undergraduate Guest Student Advising and Registration Preparation Checklist**

- ☑ **Create your Guest account:** Prior to attending a session [*Follow the instructions linked here under the Creating a Guest Account Heading*](#)
- ☑ **Browse Course Offerings:** Use the [*Course Wizard*](#) and search by subject to see what is being offered. Prepare a list of classes ahead of time. *Please know that there is limited course availability for guest students. Desired classes may not be available and/or may be waitlisted. Waitlists will not work for you if the course has a pre-requisite.*
- ☑ **Proof of Pre-Requisites:** Have paper or electronic copies of unofficial transcripts with you.
- ☑ **Be on time:** Plan to arrive 5-15 minutes prior to the session or appointment start time.
- ☑ **Please Plan Accordingly:** Sessions run for approximately 1 hour to 90 minutes depending on the group.

For questions, please contact the **Academic and Career Engagement and Success Center (ACES)**

- Phone: 617.287.5500
- Email: aces@umb.edu

**General guest student advising is for Undergraduate students only. Graduate guest students must work directly with the [department/instructor](#) to obtain permission to enroll in classes.*