While you send the message for Spring 2024 registration advising, please make sure that the following instructions are followed.

A. Fill the Advising form completely. **Make sure to list the prerequisites for the courses that you are planning to take.** If you are not sure what the prerequisites for each course are, you can view the prerequisite information for each course by clicking on the specific course under the Courses section in the catalog.
https://catalog.sjsu.edu/preview_entity.php?catoid=13&ent_oid=1811

Attach the Advising form to the message you are sending to your major advisor.

B. You need to attach the **MyPlanner Report** which shows all the 8 semesters with courses for each semester, including courses which have been completed. **Follow the instructions provided below for generating MyPlanner Report:**
1. Login to mySJSU
2. On the left-hand side of the screen, click on MyPlanner under Academics.
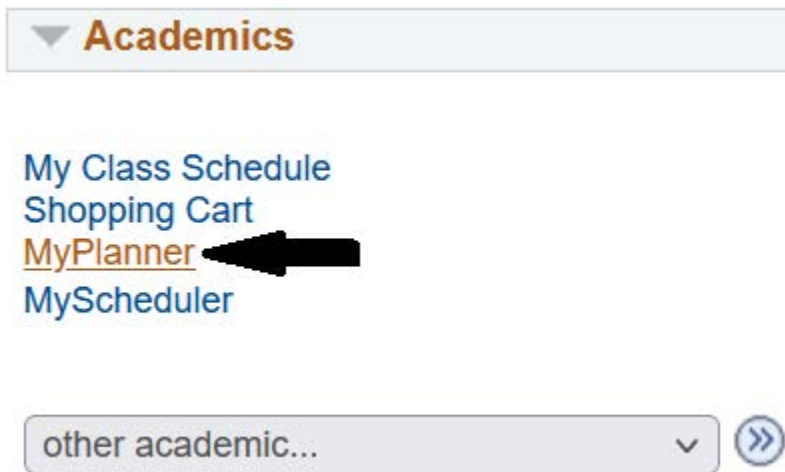
3. You will get a message asking if you would like to generate your report. Click on Ok.
4. Your MyPlanner will be generated.
5. Once you generate your MyPlanner, there will be a tab saying "MyPlanner Report" (second button from the left).
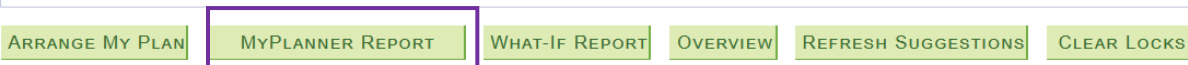
Once you click on that, you can view your MyPlanner Report.
6. Once your MyPlanner Report is generated, use Ctrl+ P (on Windows) and Cmd+ P (on Mac) to save your MyPlanner Report as a pdf.
7. Now attach your MyPlanner Report to your message on Spartan Connect.
8. Once you are done with that, you can send the message.