

CAREER Check-List

Begin on these items immediately following admission to a Terry major:

Update your resume.

The UGA Career Center offers numerous resources to help with your resume, including walk-in resume review hours. Continue to build your resume by participating in Terry, UGA and community organizations and activities.

Explore Handshake.

Become familiar with Handshake, managed by the UGA Career Center, in order to apply for internships and full-time positions:
career.uga.edu/handshake

Participate in a mock interview.

Call the UGA Career Center at (706) 542-3375 or visit them on the 2nd floor of Clark Howell Hall to schedule a mock interview with your Career Consultant.

Order business cards and schedule a professional photo.

Professional headshots and Terry-branded business cards can be purchased at low rates. To order business cards visit: terry.uga.edu/business-cards. Photo shoots can be scheduled through the UGACard Office at the Tate Student Center.

Attend Terry and Career Center events.

Each week of the semester is filled with networking opportunities at Terry and on campus. Read a complete list in *This Week at Terry* and Career Center emails, and attend as many as you can.

Network! Network! Network! Network! Network!

ADVISING

Check-List

Complete all items BEFORE your appointment with your new Major Advisor:

- Schedule an advisement appointment.**
Schedule academic advisement through the SARA appointment calendar: advising.terry.uga.edu

- Note appointment date, and arrive on time.**
Arriving late or missing your advising appointment may impact your ability to register for classes on time. Walk-in advising hours are not available. See the Terry Policy for Scheduling Academic Advising Appointments: terry.uga.edu/academics/advising

- Update your major in Athena.**
Visit Athena “student” tab and go to “add/change majors/minors” to add your new major. See detailed instructions here: terry.uga.edu/athena-major

- Request transcripts for missing coursework.**
If applicable, make sure all completed coursework at other institutions is visible in DegreeWorks. If it is not, bring a copy of your transcripts from other institutions to your advising appointment.

- Check your UGAmail account daily.**
The Terry College and major advisors communicate official information to students regularly through UGAmail, and SARA sends appointment reminders to your UGAmail account.

Your feedback is important to us!

Be sure to complete the Advisor Survey after your appointment:

terry.uga.edu/advisorsurvey