

# CAREER CHECK-LIST

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

***Visit Undergraduate Student Services and Corporate Relations (USSCR).***

Appointments are available for Terry undergraduates via email request. Contact Director Sharen Phinney (sphinney@uga.edu), Assistant Directors Kim Smith (kimsmith@uga.edu) or Lyndie Mangel (lmangel@uga.edu), Student Engagement Coordinator Sarah Allgood (sallgood@uga.edu), or Internship and Recruiting Coordinator Laura Hogan (lchogan@uga.edu).

***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](http://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.

***Schedule a professional photo.***

Professional headshots can be purchased at low rates, and a shoot 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. Read a complete list in *This Week at Terry* and Career Center emails.



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# ADVISING CHECK-LIST

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

- Schedule an advisement appointment.***  
Schedule academic advisement through the SAGE appointment calendar: [sage.uga.edu](https://sage.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](https://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](https://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 SAGE 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](https://terry.uga.edu/advisorsurvey)**



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