

Tips for Accessing Advising Worksheets and Printing Curriculum Sheets:

Remember – if you are a currently enrolled student, and you are looking for curriculum requirements for your current major, it is better to view your **advising worksheet**, which will be up-to-date and specific to you!

To find the advising worksheet

Students: Log in to MyMountMary > My Advising > Home (on the left side) > Advising Worksheet and Course Needs (under Home) > Click here (to view Course Needs) > Recalculate Student's Progress > My Course Needs (PDF)

Advisors: Log in to MyMountMary > Advisor > Enter student ID# or name > Search > Click on Student's name (in blue) > Advising > Course Needs > Recalculate Student's programs > My Course Needs

Save paper – Print double-sided!

If you need to print curriculum guides, print double-sided or two –three pages to a side, choosing either **File > Print** or the **Printer icon** (top right) to get started.

1. To print double-sided, use the following path, which should be the default setting:

Print > Properties > 2-sided Printing > Long Edge [left] > OK > OK (Print)

2. To print two or more smaller pages on one side of the paper, use the following path:

Print > Properties > Page Setup > Layout > 2 on 1 (or 4 on 1) > OK > OK (Print)