ADVISING PROCEDURE FOR FALL 2011 REGISTRATION

Advising for the Fall 2011 semester starts on April 11, 2011. We will be following the following procedure to make the process more efficient.

Step 1: Complete the documentation required for advising:

1) A completed Civil Engineering Planning Sheet (yellow form available outside the CEE office);
2) A completed CEE Department Academic Advising Guide (white form available outside the CEE office). Make sure that you have entered all of the information requested. In particular, make sure that you enter all of the prerequisites and co-requisites. The prerequisites and co-requisites are shown on the Planning Sheet. For the most current CE schedule of classes, please see the schedule posted outside of the CEE Department Office.

Step 2: Clip your documents together with a paper clip and drop them off at the CEE Office during business hours.

Do not leave the CEE Office until the CEE Office staff has accepted your documents by signing the CEE Department Academic Advising Guide. The CEE Office will review your documents and will not accept them if they are not filled out completely. Older versions of the CEE Academic Advising Guide will not be accepted.

Step 3: See your advisor during the times listed below (Note that the CEE Office will forward your documents directly to your advisor):

Dr. McMullin will be advising students with last names starting with letters A-F. His advising office hours are: (M 1030-1200, T and W 900-1010, R 1100-1200)

Dr. Pyeon will be advising students with last names starting with letters G-N. His advising office hours are: (M 1100-1200, T 1330-1530; R 1330-1530)

Dr. Vukazich will be advising students with last names starting with letters O-Z. His advising office hours are: (M 1025-1150, W 1000-1300, R 1150-1225)

Notes:

All general education (GE) advising is done by the Engineering Student Success Center (ESSC) in Room ENG 344. A signed GE checklist from the (ESSC) is recommended but is no longer required for major advising each semester. If you do not have a signed GE checklist, please visit the ESSC and have one prepared. A signed GE checklist from the ESSC will be required when you turn in your major form package prior to graduation.
Advising is to be done in person only. No email or telephone advising will be available.

Remember that the best way for each student to maximize his/her ability to enroll in the courses of his or her choice is:

- Receiving timely advising and making sure the advising hold is removed before the Advance Registration appointment time;
- On-time participation in Advance Registration;
- Following the recommended sequence of classes, as closely as possible, each semester;
- Timely fee payment.

Due to the number of students that require advising each semester, please confine your advising questions and requests to the office hours listed above that are set aside exclusively for undergraduate advising. Note that these office hours are separate from the teaching-related office hours. To meet our goals for better advising, please do not ask for advising during teaching-related office hours. This includes answering “quick” advising questions and asking for required signatures.