

To All CEE Students,

ADVISING PROCEDURE FOR FALL 2017 REGISTRATION

Advising for the **Fall 2017** semester **starts on March 13, 2017**. We will be following the following procedure to make the process more efficient.

Step 1: Complete the documentation required for advising:

ALL FORMS MUST BE LEGIBLE OTHERWISE THEY WILL BE RETURNED TO YOU.

1. **A completed Civil Engineering Planning Sheet that corresponds to your planned catalog** (yellow form available [online](#)). Note that you can fill out a new form or update your form from the previous semester;
2. **A completed CEE Department Academic Advising Guide** (white form available [online](#)). 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 initialing 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 24 hours after submitting your forms during the times listed below (Note that the CEE Office will forward your documents directly to your advisor):

Dr. Vukazich (ENG 165) will be advising students with last names starting with letters A-G. Advising office hours are: (M 10:00-12:00, T 4:30-6:30, and R 11:00-12:00)

Dr. McMullin (ENG 171) will be advising students with last names starting with letters H-O. Advising office hours are: (M 6:00-8:00, T 10:00-12:00, and W 9:00-10:00)

Dr. Botha (ENG 161) will be advising students with last names starting with letters P-Z. Advising office hours are: (M 9:10-10:10 and 4:30-5:30, T 4:30-5:30, W 9:10-10:10 and 4:30-5:30)

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. It is advised that you get this form filled out the semester prior to your major form due date. (your fourth-to-last semester)**

Relevant CEE Department policies, procedures and forms can be found online at:

<https://cee.sjsu.edu/departments-information/departments-downloads>

Please be familiar with this web page and visit it as the answer to many FAQ can be found on the page.

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:

- Have timely advising and removal of your advising hold before your registration appointment;
- Have prompt enrollment as soon as your registration appointment begins;
- Pay fees on-time;
- Follow the recommended course sequence as closely as possible (available at: <https://cee.sjsu.edu/undergraduate-studies/4-year-plan>)
- Meet the posted Major Form package deadlines.

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.

Planning for Graduation:

To ensure you graduate the semester you want and benefit from the “graduating senior” status, **make sure you file your major form 15 months prior to your graduation date** (the beginning of your third-to-last semester). Due dates for major forms are shown below.

Date of Graduation

December 2017

May 2018

December 2018

May 2019

Due Date of Major Form to Advisor

September 8, 2016

February 9, 2017

September 7, 2017

February 8, 2018

Major forms information, instructions, and forms can be found online at:

<https://cee.sjsu.edu/departments-information/departments-downloads>

Hints for preparing for your major form package:

- Start planning at the end of the semester prior to your due date by:
 - verifying all equivalency forms for work done at institutions that don't have an agreement with San Jose State are submitted.
 - making sure you have had your GE checklist filled out in the Engineering Student Success Center (ENG 344)
- See your advisor **before** the due date to make sure that you have an opportunity to make corrections prior to the due date. If you fail to submit by this due date, your major form package will be considered late, a status that may affect your ability to add classes in the category of “graduating senior.”