

ADVISING PROCEDURE FOR SPRING 2019 REGISTRATION

Advising for the **Spring 2019** semester **starts on October 17, 2018**. We will be using the following procedure to make the process more efficient.

Step 1: Complete the documentation required for advising:

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

- 1) A completed printout of MyPlanner Report through your MySJSU portal.
- 2) A completed CEE Department Academic Advising Guide (available online at: [x](#)). 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. Al-Manaseer (ENG 167) will be advising students with last names starting with letters A-G. His advising office hours are: (TR 12:00 – 12:30 PM, W 1:00 – 5:00 PM)

Dr. McMullin (ENG 171) will be advising students with last names starting with letters H-O. His advising office hours are: (MW 9:00 – 11:00 AM, T 9:00 – 10:00 AM)

Dr. Vukazich (ENG 165) will be advising students with last names starting with letters P-Z. His advising office hours are: (M 11:00 – 2:00 PM, TR 12:20 – 1:20 PM)

Notes:

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>)

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:

- Graduation applications are completed online through your MySJSU portal at the beginning of your third-to-last semester. Eligibility for graduation is based on completed units and your ability to complete your program within that time period. If you attempt to apply for graduation and your program will not be completed at that time, your application will be rejected and you will have to apply in a subsequent semester. In preparation for applying for graduation, you should complete a MyPlanner report that contains all missing coursework to be completed within the following two semesters taking unit loads suitable to your academic capabilities. Selection of electives is also necessary for a complete MyPlanner report. In addition, all transfer credit, including AP exam credit, should be posted prior to your application for graduation. If you are missing transfer credit, please follow instructions provided by the Student Services Center to submit such work as quickly as possible. Due dates for applying for graduation will be provided by the university, but will likely be around October 1 during the fall semester and March 1 during the spring semester. If you have any questions, please contact your major advisor in a timely manner so as not to delay your application.