

## **Fall 2008 Advisement Information for Engineering Majors Without a Declared Engineering Discipline**

Because priority registration for the Fall 2008 semester will begin on June 24, 2008, it is time to see your advisor to discuss your plans for next semester. This letter contains information about advisement and other items that are important to all engineering students who have not declared a specific engineering discipline. Please take the time to read it carefully.

You should be receiving your registration mailer from the University by early May. This mailer will contain your registration date and information about the web-based registration systems. All engineering majors without a declared engineering discipline (i.e. Civil, Construction Management Technology, Computer, Electrical, Manufacturing, Mechanical) should seek academic advisement every semester prior to registration. If the major indicated on your registration mailer is "Engineering" without one of these specific disciplines then you fall into this category. You may schedule an advisement appointment in the CECS Student Service Center in JD 1501 or call 818-677-2191.

During your advisement session, you might want to spend a few minutes with your advisor in order to make certain that your student file is updated, that you are remaining "on-track" with your educational goals and that you are planning a realistic schedule for the Fall term. You should also change to a discipline specific major at your earliest opportunity. Your academic advisor is able to answer many other types of questions that you might have or send you to the appropriate resource. We strongly recommend that every student seek academic advisement before the current semester is over while faculty and staff are available on campus.

### Mandatory Advisement Holds

All Engineering majors without a declared engineering discipline are required to be advised before they register for classes. These students will have mandatory advisement holds and will not be able to register until their advisement hold is cleared.

## **IMPORTANT NOTICES REGARDING THE REGISTRATION SYSTEM**

### Repeating a Course

Please be advised that you may be denied access to a course during priority registration because you have taken the course during a prior term. If this occurs, you will need to return to the registration system during the open registration period beginning July 21 to attempt to add the class to your Fall schedule. For example, you wish to enroll in MSE 227 for a second time because you withdrew or did not receive a passing grade when you took the course last Spring or earlier. You will only be permitted to enroll in MSE 227 during expanded registration that begins on July 21, 2008.

### Graduation Evaluation

Each student is required to file for a graduation evaluation (grad check) one year in advance of his or her actual graduation. A grad check can be requested after you have filed your senior program. Students who plan to graduate at the end of the Fall semester must file their grad check by March 1<sup>st</sup> of the graduating year. Students who plan to graduate at the end of the Spring or Summer semester must file their grad check by July 1<sup>st</sup> of the preceding year. The grad check will provide you with a list of the courses that you need to complete your degree. We recommend that you file for a grad check before the specified deadline. You will not be able to file a grad check for an engineering major until you have declared a discipline specific major in engineering

### Transfer Courses

If you have taken any courses at another college or university that you believe count towards the requirements for your major degree, please see the Associate Dean, Dr. Diane Schwartz in JD 4504 to process your transfer evaluation. This should be taken care of as soon as the courses are completed.

Keep in mind that registration time is not the only time that you can come in for advisement. The department chairs and the faculty are always available to answer your questions as they come up during the year. There is also a good deal of advisement information on our College web page at <http://www.ecs.csun.edu/ecsdean> . It would be a good idea to bookmark this page and check it on a regular basis to keep up to date on the latest information about our College.