



College of Engineering and Computer Science
Department of Manufacturing Systems Engineering and Management

April 2008

Dear BS-MSE Student,

We are very pleased that you are a BS-MSE major, and look forward to meet you for an academic advisement in coming days. This letter provides you with important information for your Fall 2008 advisement and registration.

MANDATORY ADVISEMENT:

Registration for the Fall 2008 semester starts on 06 May 2008. Advisement is **REQUIRED** each semester for ALL BS-MSE majors. You will not be able to enroll in any courses before your BS-MSE advisement hold has been cleared. Do **NOT** wait until shortly before your registration appointment to obtain advisement.

REGISTRATION INFORMATION:

You should receive your registration packet from the University soon. This packet will contain information about your registration date and information about the web-based registration systems.

SCHEDULE OF CLASSES:

The Fall 2008 Schedule of Classes will be published **ONLY ONLINE** at www.csun.edu/a&r/soc

ADVISEMENT from 6 May to 23 May 2008:

Professor Shraibati will continue to advise all BS-MSE majors during this period.

ADVISEMENT AFTER 23 May will be by appointment only during June 24- July 20, 2008.

For **ALL** future advisement of BS-MSE majors, your designated faculty advisor is determined by the last digit of your student ID as follows:

<u>Last Digit</u>	<u>Faculty Advisor</u>
0 or 1	Behzad Bavarian
2 or 3	Kang Chang
4 or 5	Dale Conner
6 or 7	Ileana Costea
8 or 9	Ahmad Sarfaraz

Professor Shraibati will advise first-time freshmen and first-time transfer students.

SENIOR DESIGN (MSE 488A and MSE 488BCS):

BS-MSE majors who are anticipating enrollment in the two-semester MSEM Senior Design Project course sequence next year are reminded of the **PREREQUISITES** satisfactory completion of all major courses in years 1-3 of the 4 year program plan, permission of the instructor, and passing score on the WPE.

MEP/EOP STUDENTS:

All MEP/EOP students have mandatory advisement holds placed on their registration. If you are taking lower division courses (100 and 200 level) in the major, you must receive advisement from the MEP/EOP office located within the College Student Services Center/EOP (JD 1501). If you are taking upper division courses (300 level and above) in the major you only need to be advised by your BS-MSE advisor. When advising has been completed, take your signed advisement sheet to the Student Services Center to have your MEP/EOP hold removed.

GRADUATION EVALUATION:

Each student is required to file for a graduation evaluation (grad check) more than one year in advance of his or her actual graduation. Students who plan to graduate at the end of the Fall semester, must file their grad check by March 1st of that year. Students who plan to graduate at the end of the Spring or Summer semester, must file their grad check by July 1st of the previous 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. If you need to initiate your grad check, please contact your BS-MSE faculty advisor.

Should you encounter difficulties obtaining advisement, please contact the department office.

Best wishes for a successful semester.

Regards,

A handwritten signature in black ink, appearing to read 'B. Bavarian'.

Behzad Bavarian.
Department Chair
Manufacturing Systems Engineering and Management