

Faculty Advising Week March 28 – April 1, 2005

Continuing UIC students are eligible to register unless they have an encumbrance. Registration will be canceled for students who withdraw, are dropped for poor scholarship or receive a degree.

SEEK ADVISING and have your program approved according to the procedures for your department as outlined below in the "Advising and Program Approval" section. **THE COLLEGE OF ENGINEERING WILL ADVISE UNDERGRADUATES ONLY DURING THE ELEVENTH WEEK OF CLASSES (March 28 – April 1, 2004).**

Advising and Program Approval

DECLARATION OF MAJORS

Engineering students **MUST** declare a major field of study. If you have not done so, go to the appropriate undergraduate department office and do so **BEFORE** Advising week which begins March 28th.

- Bioengineering Department (218 SEO)

Students are assigned faculty advisors when they enter the College. A list of advisors is posted on the bulletin board outside of the Departmental Office, Room 218 SEO, (312) 996-2335. During the 10th week, students must make an appointment to see their advisors. An informational meeting is held during the 10th week to preview the courses being offered the following semester. Advising takes place during the eleventh week of term. Advisors are available for this purpose on a regular basis. An advisor's signature must be obtained before the department will remove the advising hold.

- Chemical Engineering Department (216 CEB)

ChE Students must sign-up with their academic advisors during the 10th week of classes. Advising will take place during the 11th week. Professors are available for advising specifically for this purpose at this time. Students who do not contact their assigned advisors during this week will find it difficult to see their advisors later in the semester. Students are assigned faculty advisors when they enter the College. A list of advisors is posted in the departmental office located in Room 216 CEB, 810 S. Clinton, (312) 996-3424. An advisor's signature must be obtained before the department will remove the advising hold.

- Civil and Materials Engineering Department (2095 ERF)

CME students are required to make an appointment during the 10th week of the semester to see their academic advisor during the 11th week. An advisor's signature must be obtained before the advising hold is removed in Room 2095 ERF. A list of CME faculty advisors is posted in the Department Office, Room 2095 ERF, (312) 996-3428.

- Electrical and Computer Engineering Department (includes Engineering Physics) (900 SEO)

ECE students must make an appointment during the 10th week to see their academic advisors during the 11th week to obtain program approval, even though their registration appointments are after the 11th week. Students who do not obtain program approval during this period will find it difficult to make appointments to see their advisors. No student will be able to register without the advisor's approval. A list of faculty advisors will be available in Room 900 SEO and outside Room 900 SEO on the ECE bulletin board. All students must obtain the department approval before the registration hold is removed. Your advisor will have an updated listing of your past and present course work, as well as transferred credits. You DO NOT need to pick up anything from 900 SEO prior to your appointment.

- Computer Science Department (905 SEO)

All CS students have to be advised to be able to register for the next semester. Advising week is 11th week (March 28 – April 1), students should sign up for advising during the 10th week. Students who are not advised during this period will find it difficult to make appointments to see their advisors after the advising week, and students must be advised before the registration hold is removed. A list of faculty advisors & instructions are available inside & outside Room 905 SEO. Please check your "CS" e-mails or visit Room 905 SEO for further details on the process.

- Mechanical and Industrial Engineering Department (includes Engineering Management) (2039 ERF)

The Mechanical and Industrial Engineering Department assigns a faculty advisor to each undergraduate student. A list of students and advisors is posted outside of Room 2039 ERF. INSTRUCTIONS: 1. Schedule appointment with Advisor during the week of March 14th. Advisor will have sign-up sheet posted on his/her door.) 2. Obtain Faculty Advising Form from Veronica Rodriguez in room 2039 ERF. 3. Complete Faculty Advising Form BEFORE meeting with advisor. 4. Meet with Advisor on chosen day/time. 5. Return signed (approved) Faculty Advising Form to Veronica Rodriguez (Rm. 2039 ERF) NO REGISTRATION HOLDS WILL BE REMOVED WITHOUT AN ADVISOR'S SIGNATURE.

CHECK COURSE PREREQUISITES. Register only for those courses for which you satisfy the prerequisites.