

B. Department of EEE Advising and Course Registration Tasks:

Pre-advising

- Students will complete their pre-advisings by taking courses suggested by their respective advisors
- Students should inform their respective advisors if there is any change in the suggested pre-advising plan
- Courses taken during the pre-advising must be approved by the academic advisors during advising week. Only then students will be allowed to proceed to the payment step

Degree Progression Checklist

- Students should submit their "Degree Progression Checklist" every semester to the respective academic advisor
- This step will help the advisors (also the students) to keep track of the students' overall academic profile updates

Meeting with Advisor During Advising Week

- Students must meet their academic advisors regarding the courses they are planning to take (or have taken during pre-advising) for the upcoming semester
- Advisor will suggest courses for upcoming pre-advising as well
- Advisor will thoroughly check the profile and recommend/ suggest any required changes in-accordance with the following points:
 - Pre-requisite met or not
 - Taken courses with "F" grades (retake)
 - No clashes in class and exam schedule
 - Min/Max credit limits
 - Retake/Repeat policy
 - Maintaining progress toward degree completion
 - Specialization/Major area

Approval

- Advisors will approve the student's course registration
- After approval, student will be able to proceed to the payment option

Semester/Course Drop & Academic Advice

- After approval of course registration, any further add/drop of course(s) should be approved by the academic advisor
- Students must update their academic advisor immediately if they wish to drop the semester
- Students may communicate with their assigned advisors throughout the semester regarding any necessary academic advice.