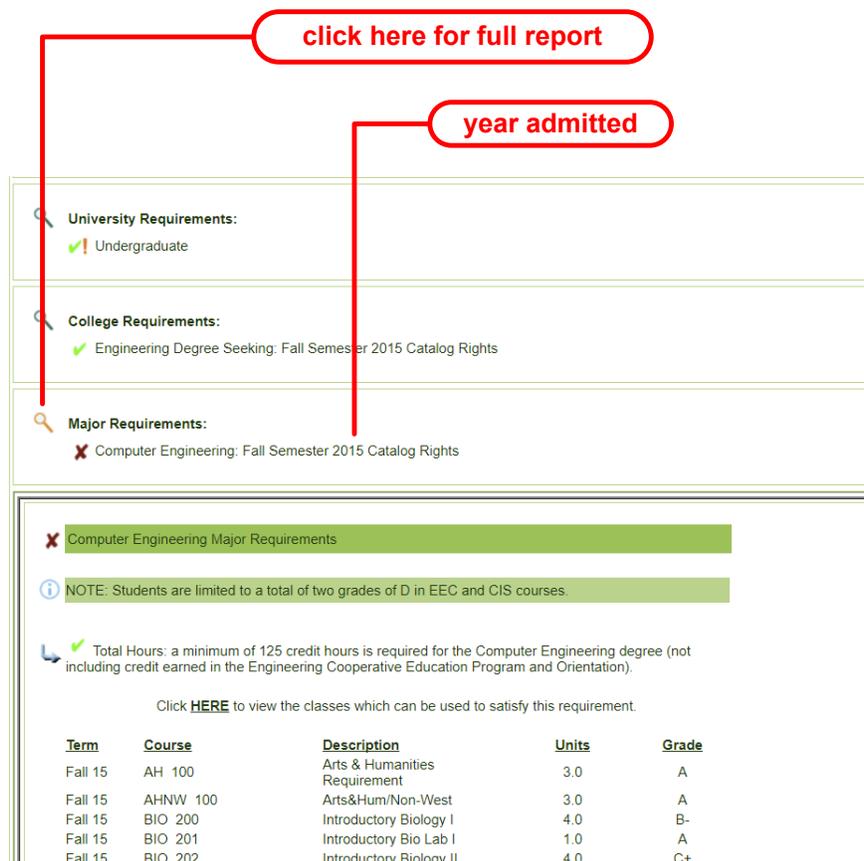# EECS Advising Guideline (2018-2019 academic year)

EECS department asks undergraduate students to meet with her or his adviser at least once a year. At the meeting, the adviser will review and discuss your progress, address your concerns, and help you plan your future study. The department puts a "hold" in the registration system for all students. After the meeting. The "hold" will be removed and you can register accordingly. The advising weeks for the 2018-2019 academic year is between February 26 and March 9. The advising procedure is

1. Log in to the registration system and navigate to the degree audit, find the year you were admitted ("catalog year"), and print out the degree audit report.
2. Obtain the "degree planner" and "degree map" of your catalog year. Fill the two forms using the information from the degree audit report.
3. Sign up an appointment with your advisor or undergrad program director and bring the two filled forms to the meeting.
4. After the meeting, your advisor will sign the degree planner and return it to the EECS office. The EECS office then will remove the "hold" from the registration system.

Following paragraphs describe the steps in more detail.

Degree Audit

The degree audit page provides a detailed report that shows your progress toward graduation. The degree requirements are based on the undergrad catalog published in the year when you were admitted. There may be some differences from the current catalog due to the subsequent curriculum revisions. A sample screenshot is shown below.

Degree planner and degree map

The degree planner and degree map forms serve as checklists. They are based on the catalog from that particular year. Obtain the forms from <u>your catalog year</u> and fill them according to the degree audit report. The two forms can be found in the archived undergrad catalog as follows:

- Navigate to CSU undergrad catalog web and select your catalog year
- Select "Washkewicz College of Engineering" tab on the left panel and navigate to the EE/CE/CS program web page
- The two forms are on the top right of the page

A screenshot is shown below:

Adviser meeting

During the advising weeks (February 26 and March 9), EECS faculty members will post the available advising time slots outside their offices. You can go to the adviser's office and sign up for an appointment. If you cannot make it, you can also sign up an appointment with undergrad program directors, Dr. Chu (for EE and CE, FH318) or Dr. Fu (for CS, FH225). They have expanded advising hours in the advising weeks.

Late advising

You will not be able to register courses until you meet with your advisers. After advising week, you need to contact your adviser to arrange a meeting time or sign up an appointment with Dr. Chu or Dr. Fu through the online system (http://eecsua.csuohio.edu). The available time slots are much limited.