

## ADVISING PROCEDURE FOR Fall 2021 REGISTRATION

Advising for the **Spring 2022** semester **starts on 10/11/2021**. We will be using the following procedure to make the process more efficient.

### **Step 1: Complete the documentation required for advising:**

- ❖ A completed printout of MyPlanner Report through your MySJSU portal.
- ❖ A completed CEE Department Academic Advising Guide (available via a DocuSign form found at this link <https://bit.ly/30PGT1u>)
- ❖ Make sure that you have entered all of the information requested. In particular, make sure that you enter all of the prerequisites and co-requisites. The prerequisites and co-requisites can be found on the MyPlanner Report. For the most current CE schedule of classes, please refer to the CEE website.

### **Step 2: Select which advisor to route your form to by filling in their name and email address where prompted.**

- ❖ Complete the DocuSign form and attach the MyPlanner report. The form will automatically be sent to your advisor for review.
- ❖ Your advisor may comment on your advising form electronically and you will receive email notification if a comment has been made on your form.
- ❖ **Please remember to include the course description next to each course number (do not list just the number of the course).**

### **Step 3: Your CEE advisor will review your form.**

*Note:* After the term advising is complete your advisor will sign your advising form and it will automatically forward the approved advising packet to the CEE office for your advising hold removal.

**Dr. Akthem Al-Manaseer (A-G)** will be advising students with last names starting with letters A-G. Enter his full name, Akthem Al-Manaseer and his email, [akthem.al-manaseer@sjsu.edu](mailto:akthem.al-manaseer@sjsu.edu) to route the DocuSign advising form to him.

**Dr. Kurt McMullin (H-O)** will be advising students with last names starting with letters H-O. Enter his full name, Kurt McMullin and his email, [kurt.mcmullin@sjsu.edu](mailto:kurt.mcmullin@sjsu.edu) to route the DocuSign advising form to him.

**Dr. Indumathi Jeyachandran (P-Z)** will be advising students with last names starting with letters P-Z. Enter his full name, Indumathi Jeyachandran and her email, [indumathi.jeyachandran@sjsu.edu](mailto:indumathi.jeyachandran@sjsu.edu) to route the DocuSign advising form to him.

**Notes:** Advising for the Spring 2022 term will be coordinated remotely only.

**DO NOT WAIT TO DO YOUR TERM ADVISING – this can impact the courses you are able to enroll in for next semester.**

Remember that the best way for each student to maximize his/her ability to enroll in the courses of his or her choice is:

- Have timely advising and removal of your advising hold before your registration appointment;
- Have prompt enrollment as soon as your registration appointment begins;
- Pay fees on-time;

- Follow the recommended course sequence as closely as possible (available at: <https://www.sjsu.edu/cee/programs/bs-civil-engineering/4-year-plan.php>)

Due to the number of students that require advising each semester, please confine your advising questions and requests to the office hours listed above that are set aside exclusively for undergraduate advising. Note that these office hours are separate from the teaching-related office hours. To meet our goals for better advising, **please do not ask for advising during teaching-related office hours**. This includes answering “quick” advising questions and asking for required signatures.

## Planning for Graduation:

- Graduation applications are completed online through your MySJSU portal.
- Apply for graduation if you:
  - **(1)** are two full fall/spring semesters away from graduating;
  - **(2)** will have earned 85-90 units at the end of the current semester; and
  - **(3)** are not in disqualified academic standing.
  - You will have two semesters of priority registration (fall/spring) if you apply by the following deadlines. Late applications will not receive priority registration.

## Priority Registration

The deadline for applying for Priority Registration for students expecting to graduate in Spring/Summer 2022 is October 04, 2021.

Contact the Registrar’s Office for more details.

### In Preparation for Graduation:

- 1. Review [MyPlanner](#)**
  - MyPlanner is an interactive tool that allows you to map your entire academic path to graduation.
  - MyPlanner should show your plan through the term you intend to graduate.
  - <http://www.sjsu.edu/gup/ugs/degreeaudit/MyPlanner/index.html>
- 2. Review [MyProgress](#)**
  - MyProgress is one of the most important tools to monitor your academic progress and is accessible on [MySJSU](#). This report provides a detailed summary of your degree requirements-- both completed and still unmet.
  - To access this report, navigate to your MySJSU Student Center and choose MyProgress from the "other academics" pull-down menu to the left of your class schedule.
  - Note: Unmet requirements (show red) should be the courses planned for your final semesters. All requirements must be complete (all green) in order for your degree to be awarded.
  - See ESSC for general education questions.
- 3. Verify that your major (and minor, if applicable) and catalog year are accurately listed on your record.**
  - You can review this at the top of your MyProgress report.
  - If your major catalog year is not what you expect it to be, see your major advisor.
    1. <http://info.sjsu.edu/web-dbgen/catalog/departments/CE.html>
- 4. Ensure that all transfer credit completed is reflected on your record.**
  - Community college transcripts are submitted to the Registrar’s office
  - All test scores (AP, CLEP, etc.) are submitted to the Registrar’s office
  - Complete a transfer equivalency for all work that is not directly articulated

1. See ESSC for assistance
  - o See Major advisor for substitutions.
5. **After you've reviewed your records and have determined you are on track for graduation, apply for your bachelor's degree through [MYSJSU portal](#).**
- o An [Undergraduate Online Graduation Application Overview](#) is available on the Registrar's website.
  - o Once your application is completed online, your Graduation Status on MyProgress will change to "Applied" and indicate the term.
  - o You will be responsible for completing the requirements as defined in MyProgress.

**If it is determined that you will not graduate in the semester for which you've applied, you will need to change your graduation date (Graduation Date Change Form – Registrar's website). This change requires a \$10 fee. Do not wait to do this form! If your graduation date is in the system as the Spring 2022 term and you do not extend out your graduation date beyond the Spring 2022 term - you will not get an advanced registration appointment for the Fall 2022 term!**

### **After You've Applied**

You are responsible for completing all the outstanding requirements shown in your MyProgress report. If you feel you should have met a requirement that is not showing as completed, see your major advisor or the ESSC. If you still have questions or concerns after you submit your application or if you think there's a problem, please, first reach out to your major advisor. If there are still questions, visit us at the ESSC.

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**UNTIL FURHTER NOTICE, TERM ADVISING WILL HAPPEN REMOTELY**