

## ADVISING PROCEDURE FOR SPRING 2020 REGISTRATION

Advising for the **SPRING 2020** semester **starts on October 7, 2019**. We will be using the following procedure to make the process more efficient.

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

**ALL FORMS MUST BE TYPED OTHERWISE THEY WILL BE RETURNED TO YOU.**

- 1) **A completed printout of MyPlanner Report through your MySJSU portal.**
- 2) **A completed CEE Department Academic Advising Guide** (available online at: <http://www.sjsu.edu/cee/students/forms/Spring%202020%20%20Academic%20Advising%20Guide.pdf>). 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 see the schedule posted outside of the CEE Department Office.

**Step 2: Clip your documents together with a paper clip and drop them off at the CEE Office during business hours.**

**Do not leave the CEE Office until the CEE Office staff has accepted your documents by initialing the CEE Department Academic Advising Guide.** The CEE Office will review your documents and will not accept them if they are not filled out completely. **Older versions of the CEE Academic Advising Guide will not be accepted.**

**Step 3: See your advisor 24 hours after submitting your forms** during the times listed below (Note that the CEE Office will forward your documents directly to your advisor):

Dr. Al-Manaseer (A-G) (ENG 167) will be advising students with last names starting with letters A-G. His advising office hours are: (TUESDAY 12:00 PM – 12:30 PM, 1:30 PM – 3:30 PM, WEDNESDAY 1:30 PM – 3:30 PM, THURSDAY 12:00 PM – 12:30 PM)

Dr. Jan Botha (H-O) (ENG 171) will be advising students with last names starting with letters H-O. His advising office hours are: (MONDAY 9:30 AM – 10:00 AM, TUESDAY/WEDNESDAY 4:20 PM – 5:40 PM)

Dr. Vukazich (P-Z) (ENG 165) will be advising students with last names starting with letters P-Z. His advising office hours are: (MONDAY 11:00 AM – 1:00 PM, TUES/THURDAY 12:20 PM – 1:50 PM)

### Notes:

Advising is to be done in person only. **No email or telephone advising will be available.**

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: <http://www.sjsu.edu/cee/programs/bsce/4year/>)

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, starting Spring 2019.
- 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.

**Two Semester Priority Registration Deadlines**  
(Allows students 2 semesters of priority registration.)

Expected Graduation Semester	Deadline for Registrar's Office Submission
Fall 2020	October 4, 2019
Spring/Summer 2021	March 16, 2020

**One Semester Priority Registration Deadlines**  
(Allows students 1 semester of priority registration.)

Expected Graduation Semester	Deadline for Registrar's Office Submission
Spring/Summer 2020	October 4, 2019
Fall 2020	March 16, 2020
Spring/Summer 2021	October 5, 2020

## 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
- 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 Academics](#).**
- An [Undergraduate Online Graduation Application Overview](#) is available on the Registrar's website.
  - Once your application is completed online, your Graduation Status on MyProgress will change to "Applied" and indicate the term.
  - 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. This change requires a \$10 fee.**

### **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.