

Directions for Spring22 Academic Advising for Graduate Students who are Conditionally Enrolled

Advising for the Spring 2022 semester starts on October 15th, 2021. We will be using the following procedure to make the process more efficient. The link to the DocuSign form will be posted to the Graduate Advising Page of the CEE website.

<https://www.sjsu.edu/cee/student-resources/advising/graduate/index.php>

Step 1: Complete the documentation required for advising:

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.

- You should hear back from Dr. McMullin within one week, either that the form is complete and being forwarded or there is a reason why you need to speak directly to the Graduate Coordinator and a means to make the connection.
- Within a week of being notified that the form has been accepted, your account's advising hold should be cleared. If this week has passed and your account still has a hold, contact Dr. McMullin via email.

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

*Note: The advising process may take up to two weeks, so to ensure that you are able to register for classes early, **start this process as soon as possible.***

Some students may be ready to change their Classification status from Conditional to Classified at this time. If so, please complete the Change of Classification form and attach documents providing evidence of the completion of your Conditional requirements. See:

<https://www.sjsu.edu/gape/docs/Change%20of%20Classification%20in%20Graduate%20Program%2003.17.16.pdf>

Note: Advising completed by the Graduate Coordinator, Dr. McMullin, is to verify that the student is making strong progress toward removing Conditional Enrollment status. For questions related to course selection for a student's graduate program, the student should contact their Academic Adviser. The list

of Academic Advisers can be found at: <https://www.sjsu.edu/cee/student-resources/advising/graduate/index.php>