

## Advising Process – Fall 2022

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Advising will be in three phases as before. The procedure is the same for all students including probation students.

1. Pre-advising is mandatory for phase 1
2. Faculty evaluation is mandatory for phase 1
3. Most of the students will be advising from day 1 including probation students (1 – 4)
4. Probations 5 and above will be handled by the corresponding department separately.
5. Reasons for disqualification from advising:
  - Missing pre-advising
  - Payment is due
  - Payment was not complete by September 8<sup>th</sup>, 2022
  - Missing faculty evaluation
  - Student missed advising for 2 or more consecutive semesters without permission
  - Unauthorized Semester Drop

### Phase 1 - Pre-advised Based advising: ( Sep 17, 2022 – Sep 19, 2022)

1. Advising will be based on students' pre-advising courses.
2. Student can add, drop and change section accordingly.
3. Every student will have two slots for the day.
4. Any student who is missing a slot can advise in phase 2 and in phase 3

### Phase 2 - Slot less advising ( Sep 20, 2022 – Sep 22, 2022 )

1. There are no pre-fixed slots in this phase unlike Phase 1. It's an equal opportunity for all. A dynamic slot could be imposed if the student number exceeds a limit.
2. Pre-advising restriction will be removed. All courses will be visible to all students
3. Student can add, drop and section change

### Phase 3 – Drop less advising ( Sep 27, 2022 – Oct 3, 2022)

1. The system will remain open for all students
2. Course drop is strictly prohibited.
3. Section change is allowed
4. Advising ends on Oct 3, 2022