

## Advising Process – Spring 2023

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Advising will be in three phases as before. The procedure remains the same except for the probation students.

1. Pre-advising and faculty evaluation is mandatory for phase 1
2. All payments must be clear by January 1<sup>st</sup> to be considered for phase 1
3. There could be slots for all including probation students but advising could be conditional
4. Probations 2 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 January 1<sup>st</sup>, 2023
  - Missing faculty evaluation
  - Student missed advising for 2 or more consecutive semesters without permission
  - Unauthorized Semester Drop

### Phase 1 - Pre-advised Based advising: (Jan 15, 2023 – Jan 17, 2023)

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 (Jan 18, 2023 – Jan 19, 2023)

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 (Jan 24, 2023 – Jan 28, 2023)

1. The system will remain open for all students
2. Course drop is strictly prohibited.
3. Section change is allowed
4. Advising ends on Jan 28, 2023