

Spring – 2020 Advising Process

Advising will be in three phases as before. The procedure is the same for all students including all probation students in this semester. However, there are some notable points to note:

1. Pre-advising is mandatory for phase 1
2. Course will be offered with maximum seating capacity of the room from day 1
3. If any student needs an extra course because of convocation or for any other matter, the student must have it approved by the department Chair and pre-advise accordingly. Nothing can be done if the section is full since the course will be offered with maximum capacity.
4. All students will be advising from day 1 including all probation students however probation student advising is conditional.
5. Graduating students, special students must act early. There will no advising starting from January 24th, 2020 and nothing can be done about it.
6. Reasons for disqualification from advising:
 - Missing teaching evaluation
 - Missing pre-advising
 - Payment is due
 - Student status is not “Enrolled”

Phase 1 - Pre-advised Based advising

1. Advising will be based on students’ pre-advising selections.
2. Student can add, drop and section change
3. Every student will have two slots for the day.
4. Any student who is missing slot, has the option to advise in phase 2 in phase 3
5. This phase is scheduled to start from January 11, 2020

Phase 2 - Slot less advising

1. No slot will be provided. Open access to all students but the system entry could be queued if student number exceeds a limit.
2. Pre-advising restriction will be removed. All courses will be visible in the advising panel
3. Student can add, **drop** and section change
4. This phase is scheduled to start from January 14, 2020 (tentative).

Phase 3 – Drop less advising

1. The system will remain open for advising for all students
2. Course drop is strictly prohibited.
3. Section change is allowed
4. This phase is scheduled to start from January 21, 2019
5. Advising ends in EOD 23nd, January 2020. No advising afterwards and nothing can be done.