

CpE Undergraduate

Advising Form/Curriculum Planning Sheet Instructions

*We strongly encourage you to complete Major Advising before your registration date and time to prevent any enrollment issues such as **Registration Holds**.*

You are required to get advising once every academic year.

Step 1: You will need a CpE Advising Form and Curriculum Planning Sheet which are available online or in the CpE Program Office. If you have previously completed an Advising Form, you need to ask for it from the CpE Program Office (Riverside 3022 or 3018)

Step 2: Fill out the *Planning Sheet*, to the best of your ability **using a pencil**, for your expected **next** four semesters. Use the catalog and curriculum pattern to help give you an idea.

Step 3: **Using a pencil**, fill out the *Advising Form* with the classes you have taken and all the classes you are planning to take. Write the grades you have received for your completed courses along with the semester completed. If you have courses transferred over from other colleges, be sure to write down the transfer course in the “Notes” column.

****BOTH FORMS NEED TO BE FILLED OUT TO THE BEST OF YOUR ABILITY PRIOR TO ADVISING MEETING****

Step 4: Go to Advising Hours. You can either go to the designated advising hours in the CpE Program office in Riverside 3022 or go to any full time CpE Faculty member during their office hours (hours will vary from semester to semester so make sure to check online or in the program office)

Step 5: During Advising Hours, with your CpE Advisor, discuss and make any changes to your plan. At the end of the advising session, make sure to get the Advisor’s signature on the *Advising Form*.

Step 6: Return filled out and signed *Advising Form* to the CpE Program office. After the office has received your *Advising Form*, we will remove any CpE Advising holds and keep this form on file. Keep the *CpE Curriculum Planning Sheet* for your reference when registering for courses.