

# ADVISEMENT

## Information for a successful advisement session.

**ALL UNDERGRADUATE STUDENTS MUST COMPLETE THE ON-LINE PRE-ADVISEMENT PROCESS:** [www.ce.sc.edu](http://www.ce.sc.edu) see “advisement” (right side) – first entry. A tutorial is also provided on how to use the on-line pre-advisement (same site, 2<sup>nd</sup> entry). If you have questions after reviewing the tutorial, please don’t hesitate to see me, 300 Main, C229. If you do not have the on-line advisement form at time of advisement appointment, you may be turned away and asked to reschedule.

See: [www.ce.sc.edu](http://www.ce.sc.edu) for following information: Master schedule of courses offered each semester, CEE 4 year curriculum guide sheet, CEE ESM/Liberal Arts approved courses, Course descriptions for title/prereq/coreq (filter by prefix: ECIV, MATH, CHEM etc), Faculty listing for contact information.

1. Know when advisement begins each spring/fall semester: <http://registrar.sc.edu/html/calendar/default.stm>. See registration calendar.
2. **Know your Pre-REGISTRATION DATE** (VIP). This IS-NOT your advisement appointment. The pre-registration date is assigned to each student and is the date/time that you can enter VIP and register for the courses you have been advised to take. Once this date/time expires you have to wait until open registration to register. Open registration is AFTER all pre-registration appointments have expired and you will find many of your courses will be closed, making it difficult to put together a course schedule.
3. **Sign up for Advisement** – Approximately one week prior to start date of advisement – CEE faculty will post a schedule on/next to their door. Check your advisors door often for their schedule and sign up to be advised PRIOR to your pre-registration date. Your advisor is noted at the top of your transcripts. If you do not have one listed please stop by 300 Main, C229. If your advisor is listed as Mayo or Jarvie – see Student Services, Swearingen, 1A00.
4. **Advisement appointment**- bring with you a printed copy of the on-line pre-advisement form. Advisement is based on successful completion of courses currently enrolled in. If you do not meet prerequisite requirements it is up to the student to make necessary adjustments/changes to their schedule. At the start of each semester, any student not qualified to be enrolled in a course will be administratively removed and notification will be sent to [---@email.sc.edu](mailto:---@email.sc.edu). Faculty have also been provided with your @email – they may contact you with information on their availability during advisement.
5. **ALL students will need to bring a hard copy of their unofficial transcripts to the advisement appointment.** Your unofficial transcripts are available via your VIP.
6. **Courses I need are closed:** when you find an ECIV course “closed”, come to C229 immediately to add your name to the waiting list(s). Stay tuned to your @email.sc.edu for updated information concerning the action taken for that course or course(s). I will begin working through the waiting lists: fall during the summer and spring while you are on break for the December holidays. Check that email frequently. If MATH/CHEM/PHYS etc. are also closed – seek an override from the instructor of the course you wish to enroll. I highly recommend this be done in person and not via email. Face to face will result in quicker action and possibly better chance of getting the course section that best fits your schedule.

7. Do you have a **scholarship**? Please contact the Student Financial Aid and Scholarships office (777-8134) with any questions you may have.

### **Additional Information for Juniors/Seniors**

8. **Upper Division** - Entering 3xx+ classes? (excluding ECIV 360) – see Student Services in Swearingen, Room 1A00 and complete an **Upper Division** form. This is a onetime form, if you are “upper” or “pending” status – you do not need to submit this form. The Lower/Pending/Upper status is also noted on the top left of your transcript. Without this form on file, having met the lower division requirements, you will not be able to register for ECIV’s 303, 303L, 320, 325, 327, 330, 330L, 340.....3xx.
9. **Senior Check - Graduating within the next 3 semesters?** – see student services and request to have a senior check. Don’t wait too late, you don’t want to discover you are one course short of meeting degree requirements to apply for graduation.
10. Ask your advisor about the **Accelerated/Masters program** – If you are upper division, have earned 90 credit hours and have a 3.5 minimum GPA and are (possibly)considering Graduate School, this program allows you to double count courses. Undergraduate students enrolled in courses under the accelerated program will be required to perform at graduate student level. Two forms are required to be submitted to the graduate school for approval prior to registration.

**Have any questions – come see me, C229 ☺**

**Curriculum Guide Sheets, Course Descriptions, Upper Division Forms, schedule of course offerings etc are all available in hard copy in C229. Some are also posted on the bulletin board next to C229.**