

Spring – 2021 Advising Process

Advising will be in three phases and it's the same procedure as before for all students including probation students. However, there are some notable points to note:

1. Pre-advising is mandatory for phase 1
2. Faculty evaluation is mandatory for phase 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.
4. All students will be advising from day 1 including probation student. Conditional advising for probation 5 and above.
5. Reasons for disqualification from advising
 - Missing pre-advising
 - Payment is due
 - Incomplete faculty evaluation
 - Missing advising for more than two consecutive semesters

Phase 1 - Pre-advised Based advising

1. Start Date: 03/02/2021 End Date: 07/02/2021
2. Advising will be based on students' pre-advising selection
3. Student can add, drop and section change
4. Every student will have two slots for the day
5. Student who is missing slot has the option to advise in phase 2 in phase 3

Phase 2 - Slot less advising

1. Start Time: 08/02/2021 End Date: 10/02/2021
2. No slot will be provided. Open access to all students but the system entry could be auto controlled if student number exceeds a limit.
3. Pre-advising restriction will be removed. All courses will be visible in the advising panel
4. Student can add, **drop** and section change

Phase 3 – Drop less advising

1. Start Date: 14/02/2021 End Date: 18/02/2021
2. The system will remain open for advising for all students
3. Course drop is strictly prohibited.
4. Section change is allowed
5. Advising ends on **18th February 2021**. No advising afterwards.