

REQUIRED PRE-REGISTRATION ADVISING

You are **REQUIRED** to meet with your faculty adviser every semester. This means all students, including graduating seniors and off campus students. Off campus students should do their meeting by email. **ALL** students who do not meet their adviser during the advising appointment time, Monday, October 12, 2009 through Friday, October 23, 2009 will receive an advising **HOLD** on their account until completion of advising is **VERIFIED**. This means you may not be able to take advantage of your early registration time.

Complete the following steps in preparation for advising and registration.

- Schedule an appointment with your adviser.
 - Identify your adviser. Check the adviser list at:
<http://www.mechse.illinois.edu/content/for/undergraduates/advisers.php>
 - Go to <http://mechse.illinois.edu/content/for/undergraduates/index.php> to the Intranet Login link to the Advising Calendar.
 - Appointment times begin October 12, 2009 and end October 23, 2009
 - Your adviser will NOT have open times every day. Make your appointment early.
 - Record Date & Time: _____ Location: _____
 - You should receive a reminder but do not rely on the system doing so.
- Run a Degree Audit Report (DARS)
 - Go to <http://www.registrar.illinois.edu/dars/generate.html>
 - *Expand All* sections before printing. Note *Expand All* at the top of page.
 - Print a copy of this report.
 - Check your report for accuracy. Report any discrepancies to 154 MEB.
- Prepare for your advising appointment!
 - Fill out a flowsheet. All forms are available in 154 MEB, or at <http://www.mechse.illinois.edu/content/for/undergraduates/>
 - Review the general education requirement lists and the Spring 2010 schedule at: <http://courses.illinois.edu/cis/index.html>.
 - Complete a course plan for the next semester.
 - Make a list of questions for your adviser. Include career questions in engineering.
- Meet with your adviser.
 - Do not arrive late or miss your appointment!!!
 - Take with you:
 - Degree Audit (DARS)
 - Completed flowsheet
 - Course plan for next semester
 - List of questions
- Make sure the adviser records your meeting as completed on the Intranet schedule.
- Register for classes--Early registration times begin Nov. 2 and end Nov. 21.
 - Find your Registration Eligibility at <https://apps.uillinois.edu/index.html>
 - Check course offerings and registration restrictions on the spring class schedule at <http://courses.illinois.edu/>
 - Register at your earliest registration time for the best course selection.
 - If you have questions, contact the staff in Room 154 Mechanical Engineering Building (MEB) or 217-333-4388, jwp@illinois.edu.