

REQUIRED PRE-REGISTRATION ADVISING

You are **REQUIRED** to meet with your faculty advisor 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 advisor during the advising appointment time - **Monday, October 11, 2010 through Friday, October 22, 2010** – 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 advisor
 - Identify your advisor by checking the advisor list at:
<http://www.mechse.illinois.edu/content/for/undergraduates/advisers.php>
 - Go to <http://my.mechse.illinois.edu> and then click on Advising Calendar to set an appointment time with your advisor.
 - Appointment times begin October 11, 2010 and end October 22, 2010.
 - Your advisor will NOT have open times every day so make your appointment early.
 - RECORD the 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. Flowsheet forms are available in 154 MEB.
 - Review the general education requirement lists and the Spring 2011 schedule at:
<http://courses.illinois.edu/cis/index.html>
 - Complete a course plan for the next semester.
 - Make a list of questions for your advisor. Include engineering career questions.

- Meet with your advisor
 - 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 advisor records your meeting as completed on the Intranet Advising schedule so you will not have an Advising Hold on your account.

- Register for classes – Early registration times begin November 1 and end November 19, 2010
 - 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 or jwp@illinois.edu