BEFORE YOUR ADVISING MEETING
1. Look up your advisor name on APAS or on the door to SCiv 221.
2. If Wendy Jenkins is your advisor you will receive an email with scheduling instructions from her.
3. If your advisor is CE Faculty, you will get a link to sign up to their electronic calendar or you can sign up for a time on the sheet posted on their office door. Advising starts March 17th, 2016, registration starts April 4th. Office room numbers are as follows:
   - Christiansen, SCiv 109
   - Carranza-Torres, SCiv 260
   - Hanson, SCiv 221
   - Johnson, SCiv 105
   - Kwon, SCiv 252
   - Saftner, SCiv 107
   - Teasley, SCiv 103
4. Use the CE program sample plan to plan your courses. This will give you a reasonable plan with an expected graduation date. Fill out the course planning guide before your meeting. YOU NEED TO DO THIS IN ORDER FOR YOUR ADVISOR TO RELEASE YOUR ADVISING HOLD AFTER YOUR MEETING.
5. Check prerequisites carefully. There is a prereq sheet for CE classes that may be helpful.
6. List any questions you have for your advisor.

AT YOUR ADVISING MEETING
1. Bring your course planning guide and questions.
2. Talk with your advisor about Fall 2016, then your overall plan.
3. Ask any general questions (including job/internship questions, questions about the field of CE, UROP, grad school, etc.).
4. If you have completed your planning sheet and you and your advisor are comfortable with your course plan for Fall 2016, your advisor will electronically release your advising hold at the end of your meeting.
5. If you are currently enrolled in courses that are required to apply to upper division, your advisor will review your APAS and transcripts to determine if you will be eligible for upper division at the end of the semester.

WHEN COURSES FILL
1. Get on the electronic waitlist for any course you need. If the course is needed to keep you on track, SCSE will find a way to accommodate you. You may not hear anything until right before classes start – just go to the class you’ve waitlisted if it’s one of your main required math/science courses.
2. The University has moved to an “auto enroll” process for class waitlists. This means instead of receiving a permission number and being invited to enroll in the class, you will automatically be enrolled when a space becomes available for you.

CE COURSE ACCESS
1. If you are in upper division, all CE courses should be available to you (if prerequisites are met). If you have trouble, talk with Sanna to get a permission number.
2. If you are not yet in upper division and need a CE 3xxx or 4xxx course, your advisor will determine if you are eligible for permission numbers and add your name to the Upper Division Exception List. Once you are on the list, see Sanna in SCiv 221 or email her at smshield@d.umn.edu to get permission numbers after your registration time. PERMISSION NUMBERS WILL NOT BE GIVEN OUT PRIOR TO YOUR REGISTRATION TIME.

SPECIAL NOTES
1. CE 3016 – Surveying will be offered May 9th-20th, Monday through Friday.
2. CE courses can also count as general Tech electives.
3. CE grad courses can count as CE or Tech electives.
4. If a course has both a 4xxx and 5xxx designation, take the 4xxx if you do not need the course for graduate credit.
5. Contact Dr. Carlos Carranza-Torres (carranza@d.umn.edu) if you are considering graduate school – it is important to do this early (junior year preferred).