TERM ADVISEMENT REQUIRED HOLD & ENROLLMENT APPOINTMENT:
Advising is based on when you can register (Enrollment Appointment) listed in MyPack. An Enrollment Appointment is based on your class standing at the time of registration. You are randomly assigned an Enrollment Appointment time within the registration window set for your class standing. **This date and time has not yet been posted. It will be posted to MyPack before spring break.** PLAN TO BE ADVISED AT LEAST 1 WEEK BEFORE YOUR ENROLLMENT APPOINTMENT OPENS. **YOU WILL BE BLOCKED FROM ENROLLING UNLESS ALL HOLDS ARE LIFTED & YOUR ENROLLMENT APPOINTMENT IS OPEN.**

WALK-IN ADVISING SCHEDULE 2/22/16 - 4/15/16 IN EB2 3006. NO APPOINTMENT REQUIRED:
Check the advising hours on the ECE website prior to a trip to Centennial Campus. This schedule changes often due to meetings. [http://www.ece.ncsu.edu/undergraduate/advising/advschedule.pdf](http://www.ece.ncsu.edu/undergraduate/advising/advschedule.pdf)
The order of preregistration advising is listed below and noted in the schedule on particular days:
1. **Priority Students:** Registered with the Disability Services Office, Honors Program, Athletes, & Summer/Fall 2016 Graduates
2. **All Seniors & Priority Students**
3. **Juniors, Seniors & Priority Students**
4. **Sophomores, Juniors, Seniors, & Priority Students**
5. **All ECE Students**
**Evening walk-in advising for local working students is on Tuesday March 15, 5:30-7:00 PM in EB2 3006**

PROCESS TO HAVE TERM ADVISEMENT REQUIRED HOLD LIFTED → WALK-IN ADVISING OR E-ADVISING:

A. WALK-IN ADVISING, EB2 3006. COMPLETE THE FOLLOWING STEPS BEFORE MEETING WITH MS. TOWNSEND.
1. Before attending walk-in advising, use My Planner in MyPack and add only the courses you plan to take in summer/fall 2016. Assign these courses to the correct term. You will see blue stars beside these courses. Be sure these courses are in the correct location on your degree audit. Maximum term credit limits: Summer I = 8, Summer II = 8, Fall = 18.
2. Print your Degree Audit with the checkmark in the box “Include Planned Courses”. Your degree audit printout will not have blue stars if you do not checkmark the box. Bring the printed copy of your degree audit to walk-in advising.
3. Highlight any course(s) on your degree audit under non-degree that you feel should be moved up to a degree requirement section and discuss with Ms. Townsend during your walk-in advising.
4. Print your Degree Totals, a link embedded in your degree audit. Bring this printed hard copy to walk-in advising. Your planned credits should be reflected as a line item on your degree totals listing.
5. In EB2 3006, pick up the appropriate Advising Planning form. Transfer your planned course information from your My Planner to the appropriate form.
   a. Pink—Engineering Students who can add all planned courses without exceptions
   b. Yellow—Engineering students needing manually added to ECE courses. This includes EFY’s wanting in ECE 211, 212, and/or 220 and ECE students who have a substitute class being used as a prerequisite for a planned course.
   c. Green—Non-COE students wanting in any ECE 200-level course
6. Your advising hold will be lifted by the end of the day that you meet with Ms. Townsend allowing you to register when your Enrollment Appointment opens. Register any time after your Enrollment Appointment opens; waiting is not encouraged.
7. If you choose to be re-advised at a later time, you must bring an updated Degree Audit print out with you to the meeting.

B. E-ADVISING: [https://www.ece.ncsu.edu/undergraduate/advising](https://www.ece.ncsu.edu/undergraduate/advising) --> Advising Planning Online
1. Using My Planner, add courses to meet GEP requirements. You will see blue stars beside GEP classes on your degree audit.
2. Fill out and submit the online form. Use the comments section to communicate information to Ms. Townsend.
3. Ms. Townsend will review your electronic form. You will be emailed when your advising hold is removed. If there are problems with your plan, you will be asked to attend walk-in advising or to update your online form.

ALLOW 3 BUSINESS DAYS FOR YOUR HOLD TO BE LIFTED. PLAN YOUR E-ADVISING SUBMISSION ACCORDINGLY.

COURSE NOTES:
**ECE 200 & 209:** Requires 2.5 GPA. If you add either of these courses and your GPA drops below 2.5, you will be administratively dropped.

**ECE 211, 212, & 220:** EE or CPE Majors Only. For an exception to this restriction, E-advising is not appropriate.

**CREDIT-ONLY (S/U) GRADING:** With the exception of HES_ courses & E115, all courses must be taken for a letter grade to count toward your degree.

**PREREQUISITES:** It is your responsibility to be sure that you have the prerequisites for your courses. Failure to have a prerequisite could result in you being administratively dropped from the course.

After registering for classes, it is your responsibility to review your Degree Audit to confirm your enrolled courses are counting towards your degree. Courses listed under non-degree are not counting towards your degree. If you are graduating, you should have NO red Xs or blue stars on your degree audit.