

EECS Advising Guideline (2020-2021 academic year)

EECS department asks undergraduate students to meet with her or his adviser at least once a year. At the meeting, the adviser will review and discuss your progress, address your concerns, and help you plan your future study. The department puts a “hold” in the registration system for all students. After the meeting. The “hold” will be removed and you can register accordingly. The advising dates for the 2020-2021 academic year are between February 24 and February 28. The advising procedure is

1. Log in to the registration system and navigate to the degree audit, find the year you were admitted (“catalog year”).
2. Obtain the degree map of your catalog year. Fill the map with the information from the degree audit.
3. Sign up an appointment with your advisor or undergrad program director and bring the filled degree map to the meeting.
4. At the meeting, your advisor will review your progress and sign the degree map.
5. Return the signed degree map to the EECS office (FH332). The EECS office will remove the “hold” from the registration system and you can add/drop courses for the next academic year.

The following paragraphs describe the steps in more detail.

Degree Audit

The degree audit page provides a detailed report that shows your progress toward graduation. The degree requirements are based on the undergrad catalog published in the year when you were admitted. There may be some differences from the current catalog due to the subsequent curriculum revisions. A sample screenshot is shown below.

The screenshot shows a degree audit interface with the following sections:

- University Requirements:** Undergraduate (status: ✓)
- College Requirements:** Engineering Degree Seeking: Fall Semester 2015 Catalog Rights (status: ✓)
- Major Requirements:** Computer Engineering: Fall Semester 2015 Catalog Rights (status: ✗)

Below these sections, there are three highlighted boxes:

- Computer Engineering Major Requirements** (status: ✗)
- NOTE:** Students are limited to a total of two grades of D in EEC and CIS courses.
- Total Hours:** a minimum of 125 credit hours is required for the Computer Engineering degree (not including credit earned in the Engineering Cooperative Education Program and Orientation).

Click [HERE](#) to view the classes which can be used to satisfy this requirement.

Term	Course	Description	Units	Grade
Fall 15	AH 100	Arts & Humanities Requirement	3.0	A
Fall 15	AHNSW 100	Arts&Hum/Non-West	3.0	A
Fall 15	BIO 200	Introductory Biology I	4.0	B-
Fall 15	BIO 201	Introductory Bio Lab I	1.0	A
Fall 15	BIO 202	Introductory Biology II	4.0	C+

Degree map

The degree map serves as a quick checklist. It is based on the catalog from that particular year. Obtain the forms from your catalog year. The degree map can be found in the archived undergrad catalog as follows:

- Navigate to CSU undergrad catalog web and select your catalog year
- Select “Washkewicz College of Engineering” tab on the left panel and navigate to the EE/CE/CS program web page
- The degree map is on the top right of the page

A screenshot is shown below:

The screenshot shows the website for the Washkewicz College of Engineering. On the left is a navigation menu with links like 'Catalog Home', 'President's Message', and 'Admissions'. The main content area is titled '[ARCHIVED CATALOG] COMPUTER ENGINEERING, B.C.E.'. At the top right, there is a dropdown menu for 'Undergraduate Catalog 2015 - 2016 [ARCHIVED CATALOG]' and a link for 'Bachelor of Computer Engineering Degree Map'. Below this, there is a link to 'Return to: Washkewicz College of Engineering'. The 'MAJOR REQUIREMENTS' section is titled 'MATHEMATICS REQUIRED COURSES (4 COURSES)' and lists four courses: MTH 181 - Calculus I, MTH 182 - Calculus II, MTH 220 - Introduction to Discrete Mathematics, and MTH 284 - Matrices For Engineers.

Fill the degree map

Fill the “Grade” column of the degree map as follows:

- Courses completed: enter grade
- Courses currently taking (in progress): enter “P”
- Courses transferred: enter “TR”
- Courses planned for the next academic year: enter F20/S21/Sum21

Please fill it before you meet the adviser.

Adviser meeting

During the advising weeks, EECS faculty members will post the available advising time slots outside their offices. You can go to the adviser’s office and sign up for an appointment. If you cannot make it, you can also sign up for an appointment with undergrad program directors, Dr. Chu (for EE and CE, FH318) or Dr. Fu (for CS, FH225). They have expanded advising hours in the advising weeks.

Late advising

You will not be able to register courses until you meet with your advisers. After the advising week, you need to contact Dr. Chu or Dr. Fu at their regular advising hours (can be found in Starfish).