

ADVISEMENT INSTRUCTIONS FOR ELECTRICAL ENGINEERING STUDENTS

Advisement for Spring 2012 is Wednesday October 19th through Wednesday November 2nd, 2011.

To find your advisor's name, go to the VIP and log in. Click on the **Academics** tab and then click on *Record of Academic Work for Advisement Only*. At the top of the report, your advisor's name will be listed.

Print your academic record from VIP and bring it to your advisement appointment.

Early Registration appointments begin on November 7th, 2010. To find your registration appointment time, go to VIP and login. Click on the **Academics** link and click on the Registration Appointment time for Spring 2012. You must be advised *prior to* registration. You will not be cleared to register for courses until you are advised.

Make an appointment to meet with your advisor. Please sign up for an appointment with your advisor. There is a sign-up sheet posted on the advisor's office. You can find email addresses here: <http://www.ee.sc.edu/Faculty.shtml> or look them up in the online directory <http://www.sc.edu/phonebook/index.view>.

Use the **EE Undergrad Advisor Tool** found under **Current Students** on the EE website. Check the boxes for the courses you have completed or are currently enrolled in, and click on the Update button. **This will generate an EE Undergraduate Schedule Planner at the top of the page. Print this.** Scroll to the bottom of the page to select the courses you plan to enroll in based on the suggestions in the planner.

Scroll down to the bottom of this same page to **Select Courses to Schedule**. Fill in the checkboxes of the courses available to you in Spring 2012 that you wish to take. Then click on **Create Advisement Form** at the very bottom.

Print 3 copies of the advisement form, and bring them with you to your advisement appointment along with the EE Undergraduate Schedule Planner.

BRING THE FOLLOWING FORMS TO YOUR ADVISEMENT APPOINTMENT:

- Academic record printed from VIP
- EE Undergraduate Schedule Planner
- Advisement Form, 3 copies

The student is responsible to ensure course pre-requisites are met. The VIP system does not look for this. Random checks will be conducted each semester and students will be administratively removed from courses in which pre-requisites have not been met.