



College of Engineering and Computer Science
Department of Civil Engineering and Applied Mechanics

March 2007

Dear Civil Engineering or Construction Management Technology Major,

As the Spring 2007 semester comes to an end, it is time to see your academic advisor to discuss your plans for next semester. This letter contains information about advisement and other items that are important to all students in the department of Civil Engineering and Applied Mechanics. Please take the time to read it carefully.

Advisement and Registration Information

You should be receiving your registration packet from the University in May. This packet will contain your priority registration date and information about the Web-based registration system. The Schedule of Classes will be available in the Bookstore. All students pursuing a Civil Engineering or Construction Management Technology degree are required to seek advisement prior to registration. This is the time to spend a few minutes with your advisor in order to make certain that your student file is updated, to ensure that you are remaining "on-track" with your educational goals and that you are planning a realistic schedule for the Fall term. Your academic advisor is able to answer many other types of questions that you might have or refer you to the appropriate resource.

I personally will advise any students that are on academic probation as a result of Fall 2006 grades. Students that have been disqualified must make an appointment with me, the Department Chair, (818-677-2166) in order to register for any classes. Professor Roger DiJulio (818-677-3904) will advise all senior students and those students ready to file their senior programs. You can contact your advisor directly for an appointment or stop by to see them during their office hours. If you do not know who your advisor is, contact the Civil Engineering and Applied Mechanics Department office in person (JD 4507), or by phone (818-677-2166). Keep in mind that most faculty will not be available after finals. Thus, you should contact them **before the end of this semester**.

MEP/EOP Students

All MEP/EOP students have mandatory advisement holds placed on their registration. If you are taking lower division courses (100 and 200 level) in the major, in addition to your departmental advisement you must also receive advisement from the MEP/EOP office located within the College Student Services Center/EOP (JD 1501). Due to the limited availability of faculty, you are strongly encouraged to see your civil engineering faculty advisor before having your MEP/EOP meeting. If you are taking upper division courses (300 level and above) in the major you only need to be advised by your departmental advisor. After you have had that meeting bring your signed advisement sheet to the Student Services Center to have your hold removed.

Graduation Evaluation

Each student is required to file for a graduation evaluation (grad check) more than one year in advance of his or her actual graduation. A grad check may be requested after you have filed your senior program. Students who plan to graduate at the end of the Fall semester, must file their grad check by March 1st of that year. Students who plan to graduate at the end of the Spring or Summer semester, must file their grad check by July 1st of the preceding year. The grad check will provide you with a list of the courses that you need to complete your degree. We recommend that you file for a grad check before the specified deadline. If you need to initiate your grad check, schedule an advisement appointment.

Transfer Courses

If you have taken any courses at another college or university that you believe count towards the requirements of the Civil Engineering major, please schedule an advisement appointment to process your transfer evaluation. This should be taken care of as soon as the courses are completed. Keep in mind that registration time is not the only time that you can come in for advisement. The faculty and I are always available to answer your questions as they come up during the year. There is also a good deal of advisement information on our College web page (<http://www.csun.edu/~ecsdean>). It would be a good idea to bookmark this page and check it on a regular basis to keep up to date on the latest information about our College. Starting with the CSUN 2000-2002 catalog: "A grade of C- or better is required for all courses in the major. More stringent prerequisite requirements apply to some courses." There are also some proposed curriculum changes that may affect you.

Best wishes for a successful semester.

Sincerely,

Professor Stephen Gadomski
Department Chair