



College of Engineering and Computer Science  
Department of Electrical and Computer Engineering

March 2007

Dear Electrical or Computer Engineering major,

Fall 2007 registration begins on May 14<sup>th</sup>. It is time to prepare. This letter contains information about registration and other items that are important to all Electrical Engineering and Computer Engineering (ECE) students. Please take the time to read it carefully.

Advisement and Registration Information

You should be receiving your registration packet (Registration Access Mailer) from the University in early May. This packet will contain your registration date and information about the telephone and web-based registration systems. The Schedule of Classes will be available in the Bookstore in early May.

As indicated in the table below, some ECE students are REQUIRED to have advisement prior to enrolling in courses for the Spring semester. If you are required to have advisement, you will not be able to enroll in any classes before getting your hold cleared by an advisor. Even if you are not required to have advisement before registration, it is strongly recommended that you get academic advisement before the current semester is over to make certain that your schedule for the Spring semester is well planned and that you are on track for timely degree completion.

You can schedule an appointment for advisement using the information in the table below. If you have questions regarding advisement please visit the Electrical and Computer Engineering Department office (JD 4509), or call (818) 677-2190.

<b>Advisement Category</b>	<b>Required or optional advisement</b>	<b>Advisor</b>	<b>Number to call for appointment</b>	<b>Office</b>
<b>New Students</b>	Required	Dr. Katz	818-677-2190	JD 3515
<b>Freshmen</b>	Required	Dr. Katz	818-677-2190	JD 3515
<b>Probationary/ Disqualified Students</b>	Required	Dr. El Naga	818-677-2190	JD 4509
<b>Continuing Students (not on probation)</b>	Optional	See your regular advisor or contact the ECE Department (JD 4509/818-677-2190)		

**IMPORTANT NOTICES REGARDING THE REGISTRATION SYSTEM**

Prerequisite Checking

During Fall 2007 registration, semester prerequisite checking will be fully enforced. Please verify that you have met all prerequisites before you attempt to register for Fall 2007. Once grades are posted for the Spring semester you may be administratively withdrawn from any course you are enrolled in for Fall 2007 if any prerequisite has not been completed with a passing grade. Continuing and transfer students in particular should review their proposed course schedule and requisites before their registration time.

Students should be aware of the existing Department policy regarding the upper division writing exam. That policy states: "All students must attempt the upper division writing proficiency examination prior to enrolling in any 400 level Engineering course." Please contact the Testing Office to determine when you can take this important exam.

Please be advised that you will be denied access to a course during priority registration if you have taken the course during a prior term. If this occurs, you will need to return to the registration system during the open registration period (begins July 23rd) to attempt to add the class to your Fall schedule. For example, you wish to enroll in ECE 240 for a second time because you withdrew or did not receive a passing grade when you took the course before. You will only be permitted to enroll in ECE 240 during expanded registration.

Senior Elective Selection

When you start taking 300 level engineering courses, it is a good idea to discuss your senior electives with an ECE faculty advisor. A faculty advisor can help you plan your schedule so that you take these courses at the appropriate time. Students must file an approved senior elective selection form before taking any 400 level courses. Further information on the procedure for selecting senior electives and completing this form can be obtained from the ECE Department Office.

### Graduation Evaluation

Each student is required to file for a graduation evaluation (grad check) at least one year before his or her actual graduation. Students who plan to graduate at the end of the Fall semester must file their grad check by March 1<sup>st</sup> of their graduation year. Students who plan to graduate at the end of the Spring or Summer semester must file their grad check by July 1<sup>st</sup> of the preceding year. The grad check provides 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. To request a grad check, please see the staff in the ECE Department Office (JD 4509).

### Computer Engineering Majors

For computer engineering students who would like to enroll in Computer Science lecture/lab based courses such as COMP 110/L, 122/L, ..., first, enroll in the lab section you wish to take. Associated with each lab listing in the Schedule of Classes will be a note identifying the lecture section that pairs with that lab; it will not be possible to enroll in that lecture section during the priority registration period. However, you can add the lecture section by getting an *Add permission number* from the instructor during the first lecture session. *Add permission numbers* are the way students will be able to add courses starting on the first day of the semester.

Keep in mind that registration time is not the only time that you can come in for advisement. Our faculty are always available to answer any of your questions at any time. There is also a good deal of useful information on our College web page (<http://www.csun.edu/~ecsdean>). Please visit this web page on a regular basis to stay aware of the latest information about our College.

Best wishes for a successful semester.

Sincerely,

A handwritten signature in black ink, appearing to read 'Nagi El Naga', written in a cursive style.

Nagi El Naga, Ph.D

Chair

Department of Electrical and Computer Engineering