

## **Advising Procedures for Civil Engineering Students**

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All Civil Engineering students must have academic advising prior to registering for classes each semester. The procedure for academic advising is the following:

1. Pick up the College of Engineering advisement forms from Mr. Bernie Wolff in PKI104B. Mr. Wolff will be able to tell each student who his or her academic advisor is.
2. Make an appointment with your academic advisor for advising.
3. Immediately prior to your advising appointment, pick up your folder from Ms. Arlys Blakey, PKI200E.
4. Take your College of Engineering advisement form and your folder to your academic advisor for your advising appointment.
5. After you and your advisor have agreed upon the courses you will be registering for, make sure both you and your advisor have signed all necessary College of Engineering advisement forms.
6. Make a copy of the second page of the advisement forms for your records.
7. Return your folder and the original of the second page of the advisement forms to Ms. Arlys Blakey, PKI200E.
8. Return the first page of the College of Engineering advisement forms to Mr. Bernie Wolff, PKI104B.
9. Register for classes through E-BRUNO.

Students are assigned advisors by the Civil Engineering department. Students wishing to change advisors may submit a request for change in advisor by filling out the appropriate form and submitting it to the Civil Engineering Department. A Change of Advisor Request form can be found in the form section of this document. Change of advisor forms can also be obtained from Ms. Arlys Blakey in PKI200E. Completed forms should be returned to Ms. Arlys Blakey in PKI200E.