

# CEE Graduate Student Advising

\_\_\_\_\_ Term

This form is mandatory for advisement and to remove your advisement hold. Both student and advisor must sign the form to indicate advisement has taken place. Faculty Advisor will email signed form to: [ammarell@cec.sc.edu](mailto:ammarell@cec.sc.edu)

**Full Name:** \_\_\_\_\_ **USC ID:** \_\_\_\_\_ **Degree:** \_\_\_\_\_

**1. List your current courses and expected grades:**

Course	Expected Grade	Course	Expected Grade

**2. Review your progress toward the completion of your degree and submission of degree audit documents to the graduate school.**

ME: Program of Study\*    MS: Program of Study\*    PhD: Program of Study,\* Qualifying Exam: written/oral,  
 Comprehensive Exam    Select Thesis Committee    Select Committee(s): Comprehensive (proposal) and  
 Defense (includes Comprehensive) Defense, Survey of Earned Doctorates

*\*Any student applying for special enrollment (z-status) MUST have a program of study on file with the graduate school.*

**3. Prepare a list of potential courses for next semester.**

Fill out the first three columns, leave the last column for your advisor. Summer and Fall coursework/research is advised during your appointment in the Spring semester. You will also register for BOTH Summer and Fall at this time. Spring coursework/research is advised during your appointment in the fall semester.

ECIV 798 – Seminar. Mandatory enrollment for Grad. Res. Assistants supported by the department each fall/spring semester offered. All graduate students are invited to register for the seminar (0 credit hours).

Enrollment: Full Time is 9 hrs. *HOWEVER, for all Grad. Res. Assistants (GA): enrollment required is: fall and spring = 6 hours, summer = 3 hours. If GA is enrolled in less than noted, a special enrollment (z-status) form is needed.*

Course	Term	Credits	Advisor Note/Options (This column for Advisor)

*Please note that ECIV 797, 799 and 899 are variable credit hours and the system will only enroll you in 1 credit. You will have to manually change this in the system under "schedule and options".*

4. \_\_\_\_\_: **Current Cumulative GPA** (minimum 3.0 required by the graduate school)

5. **Prepare a list of questions you would like to discuss with your Academic Advisor.** (Reference #2)

- a. \_\_\_\_\_ ?
- b. \_\_\_\_\_ ?

6. **Registration Time Ticket** (found in Self-Service Student Profile under "registration notices") \_\_\_\_\_

*Time Ticket is the assigned date and time by the registrar when you access my.sc.edu to register for the courses you have been advised to take.*

**Student Signature & Date:** \_\_\_\_\_ / \_\_\_\_\_

**Advisor Signature & Date:** \_\_\_\_\_ / \_\_\_\_\_

----- do not write below this line -----

**ADVISEMENT HOLD LIFTED: By:** \_\_\_\_\_ **On:** \_\_\_\_\_