

**THE CITY COLLEGE OF NEW YORK
GROVE SCHOOL OF ENGINEERING
DEPARTMENT OF CIVIL ENGINEERING**

Fall 2020 Online Advisement Form

Student: _____
EMPLID: _____

INSTRUCTIONS:

Students complete the top portion of this form and email to advisor along with image of your curriculum matrix showing completed and in progress courses

Advisors review and complete form, confirming that courses are appropriate; email form back to student and follow up by email, phone, or web conference as appropriate; email student name and EMPLID to Ms. Shuman (lshuman@ccny.cuny.edu) to remove hold

STUDENTS COMPLETE THIS PORTION				
ACADEMIC MATTERS				
How did you come to CE?	If transfer, from what college:			
What is your specialization?				
Describe your career goals				
How is your progress towards graduation? (Grad checks are needed for students with >90 credits)	Current GPA:			
	Credits completed:			
	Your academic status:	Good standing	Probation	
	Have you gotten a grad check?	Yes	No	Not >90cr
Do you need extra help outside of the classroom?	Are you pro-actively asking for help from instructors and TAs?	Yes	No	Don't need
	If you need help, what kind?	Technical	Study skills	Test taking
Do you have any concerns about your progress?				
FALL 2020 COURSES * Students are strongly discouraged from taking more than 5 courses *				
Course 1		Do your selections follow pre- and co-requisites? Yes No	Are any planned electives consistent with career goals? Yes No	
Course 2				
Course 3				
Course 4		Are you aware that specific CE courses are not offered every semester? Yes No	Do you know where to find info about when courses are offered? Yes No	
Course 5				
Course 6				
EXTRA-CURRICULAR MATTERS * Briefly describe your participation or interest in participating *				
Student clubs				
Guided research				
QUESTIONS FOR YOUR ADVISOR?				

FACULTY ADVISORS COMPLETE THIS PORTION		
Are proposed courses appropriate?	Yes	
Comments or suggestions for student about courses	No	
Answers to questions		
Other comments		
Overall student progress	Satisfactory	Unsatisfactory
Advisor name and advisement date		

General guidance:

- **LIBERAL ARTS:** Students must select courses from the list specified on the curriculum matrix; Transfer students should work with Ms. Shuman to determine if all of their liberal arts have transferred.
- **ENGR 101:** All students (freshman and transfers) who have not taken ENGR 101 must take CE 59901 in the fall (replaces ENGR 101)
- **HOLDS:** CUNY First will not allow students with any holds to register.
- **PROBATION:** Students who are on probation must meet with Ms. Shuman after their grades are posted. to review their contract; since this prevents them from registering ontime, they should plan to complete the CE online overtally when it opens a few days after grades are due (they will be sent an email reminder) to request seats in any CE courses that are already closed .
- **GRAD CHECKS:** After students complete 90 credits, they should request a grad check from Ms. Shuman to assess their progress towards graduation and identify any issues before they delay the student's graduation date.