Biomedical Engineering
Faculty Advisement Schedule
Spring

To ensure that every BME student completes advisement, an “Registration STOP” has been or will be placed on your CUNYfirst record. **This stop will temporarily prevent you from completing online registration.** Once your designated faculty advisor has advised you and signed your advisement form, the stop will be removed and you will be allowed to complete CUNYfirst registration for Spring. Below is the Spring advisement schedule for the Department of Biomedical Engineering (BME).

<table>
<thead>
<tr>
<th>Registration</th>
<th>Advisement Period</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>BME Faculty Advisement</td>
<td>October - December</td>
<td>Registration STOP must be removed from CUNYfirst account before online registration</td>
</tr>
<tr>
<td>Registration Stop Removal</td>
<td>October - December</td>
<td>Go to designated website.</td>
</tr>
<tr>
<td>Internship and Research Survey</td>
<td>October - December</td>
<td>Go to designated website.</td>
</tr>
<tr>
<td>Spring CUNYfirst Registration</td>
<td>November - January</td>
<td>Go to designated website.</td>
</tr>
</tbody>
</table>

**Advisement Process**

1. Complete the Internship and Research Survey ([http://tinyurl.com/p69y2eo](http://tinyurl.com/p69y2eo))
2. Contact your advisor during office hours or make an appointment for a mutually convenient time via email. Prior to the advisement session, complete the Course and Advisement Form. *Each student must develop a schedule for the term and have it available during the advisement session.* On the agreed upon date and time, visit your designated advisor ([See Spring Advisement Schedule](#))
3. When you have completed your advisement session and your advisor has signed your Course and Advisement Form, submit to Dr. Payton (ST 403A) for removal of registration hold.
4. Allow up to 48 hours to remove “Registration Stop.”

- Take the time to think about your academic and career goals.
- Prepare questions before your advising session.
- Initiate contact with a faculty advisor for the **REQUIRED** once per semester advising session, and other sessions throughout the academic year.
- Make appointments for advising sessions during office hours or make an appointment for a mutually convenient time via email. (Notify your advisor if it is impossible to keep appointment)
- Familiarize yourself with College's Academic Calendar to understand important deadlines (i.e., drop/add deadlines).
# Biomedical Engineering Course and Advising Form

**NAME:**

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**EMPL ID #:** __ __ - __ __ - __ __ __ __  
**DATE:** ____________________________

**MOBILE:** __ __ __ - __ __ __ - __ __ __ __  
**HOME:** __ __ __ - __ __ __ - __ __ __ __

**E-MAIL:** ____________________________@CCNY.CUNY.EDU

**PROPOSED SCHEDULE:** Fall/ Spring/ Summer  
**Year:** __________

<table>
<thead>
<tr>
<th>Course (Credits)</th>
<th>Day and Time</th>
<th>Pre/Co-Req Courses</th>
<th>Grades in Pre-Reqs</th>
</tr>
</thead>
</table>
| BME 22000       | Tuesday, Thursday 200-215PM | 1. BME 10100 P  
  (3Cr) | 2. MATH 20300 A  
  (SAMPLE) |  
  (SAMPLE) | 3. (SAMPLE) |

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GSOE BME Department  
Rev. October 2008  
Met with Faculty Advisor______________________________

(Faculty Signature and Date)