

## CSC Advising Information Spring 2019

Hello! Welcome to the beginning of Spring semester! Here are some important information about advising, dates, and deadlines for this semester:

### CSC Major Advising

Do you need to see an adviser this semester? Are you curious as to when your instructor will hold office hours? Please refer to our website [Spring 2019 Office Hours](#) or the [Faculty and Staff](#) page for further information. All undergraduate advising hours are walk-in and do not require an appointment. Graduate Advising Appointments are scheduled by signing up on the Appointment list in the Department office.

**\*\*Please note that the Transfer Adviser, James Wong, will be out until February 11<sup>th</sup>. Professor Ilmi Yoon will be assisting students with any transfer or probation advising until that date. She will continue advising Graduate Students as well.**

### CSC 413 Mandatory Advising

All undergraduate CS majors must receive 'midpoint' advising to gain admission to CSC 413. You will have until the end of the first week of classes to get advising for 413 if you have not done it the semester before. Those undergraduate CS majors who do not get advising will not be allowed to remain in CSC 413 the following semester. You can plan to see any of the below advisers that meet your scheduling needs for CSC 413 advising: J. Dujmovic, H. Yue, D. Petkovic, R. Singh. Please see their office hours and plan to meet with them during their walk-in advising.

### CoSE Student Success Center: GE Advising

The CoSE Success Center provides students advising on general education requirements, internship and scholarship opportunities, and assisting with completing your degree in a timely manner. Questions about General Education as well as Graduation Workshops can be answered and scheduled here. The CoSE Student Success Center is available for all CSC students and majors under CoSE. The center is located in SCI 214. Please visit their [website](#) for more information.

### Senior Graduation Applications & Senior Advising

Seniors who are submitting their Graduation Application for May 2019 must see the Senior Advisor, Professor Kulkarni to have their Graduation Application signed. Please see the [Spring 2019 Office Hours](#) for her office hours schedule. Here are the [Steps to Apply for Graduation](#). Please fill out the application thoroughly before meeting with the Senior Adviser.

**College of Science and Engineering Graduation Workshops:** CoSE Student Success Center will be holding Graduation workshops to help prepare Juniors and Seniors for graduation. More information can be found on [CoSE Success Center Website](#).

See the next page for Important Spring 2019 Dates and Deadlines.

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**IMPORTANT SPRING 2019 DATES/DEADLINES:** Please refer to the [Academic Calendar](#) for further information on important dates/deadlines

<b>Instructions Starts.</b> Adding courses with permission numbers begins.	January 28, Monday.
<b>ADD/DROP/AUDIT</b> deadline for <b>STUDENTS</b> (3 <sup>RD</sup> week) Dropped course will not appear on transcript. Permission numbers to ADD courses expire & cannot be used after this date.	February 15, Friday.
<b>CR/NC</b> deadline (8 <sup>TH</sup> week) ALL MAJOR COURSES MUST BE TAKEN FOR A LETTER GRADE	March 26, Tuesday.
<b>WITHDRAWAL</b> (serious & compelling justification) Students cannot exceed <u>18 units</u> of withdrawals. Also applies to requests for “retroactive withdrawals”. If student has <u>withdrawn</u> from a course twice, a third withdrawal is not permitted. students must submit a transcript with their request for withdrawal to ensure this maximum is not exceeded.	February 16, Saturday through April 29, Monday.
<b>WITHDRAWAL</b> (serious& compelling/plus documentation). Above rules apply. <u>After December 17</u> , no withdrawals permitted.	April 30, Tuesday through May 14, Tuesday.
<b>Instruction Ends</b>	May 16, Thursday.
<b>Final Exams</b>	May 17-18 (Saturday-Sunday); May 20-23 (Monday-Thursday)
<b>Special Dates</b>	
Undergraduate Graduation Applications due for May 2019	February 15 Friday
Spring 19' Spring Recess (No classes; Campus open)	March 25 – 29 Monday through Friday
Cesar Chavez Day (No classes/Offices closed)	April 1 Monday
Memorial Day (Offices closed)	May 27 Monday
Commencement	May 28 Tuesday