Dear IE Student,

Each semester we have an “Advising Hold” placed on your records. The hold allows us to review your file to see if you are making satisfactory progress.

Please read the entire e-mail and follow-up on the action items. Thank you.

We can guarantee Advising holds will be removed if you have completed the action item mentioned below before November 5, 2012. Action items completed after November 5, 2012 we will try our absolute best to clear your hold before registration starts. Please plan accordingly.

Master students:

1. Submit an iPOS before November 5, 2012. The iPOS should reflect 4 core, 4 area, and 2 elective courses. Any exceptions from the area or core courses will require the approval from the faculty. Please let me know if that is the case for you.

For detailed instructions on submitting an iPOS please refer to the iPOS How-to-Guide.

PhD. students:

1. First year (Spring and Fall 2012) students, the advising hold will be removed with no action required by you.

2. Second year students need to submit an iPOS, print the course page and the approval page and secure your faculty advisor’s signature. Please turn the signed course page and approval page in to the Advising Center BYENG 208. Note: You are not required to formulate all your supervisory committee at this time. For detailed instructions on submitting an iPOS please refer to the iPOS How-to-Guide.

3. Students who have completed 57 credit hours of coursework (excluding IEE 792, 790, 799, 594, 584 and 580) need to submit a progress report and a time line as to when you anticipate taking the Comp Exam and the Dissertation prospectus. The progress report must be approved by your faculty advisor through e-mail or by signing the progress report. If you plan on registering for IEE 792 Research, 799 Dissertation, or 795 Continuing Registration you may use the CIDSE Graduate Course Permission Request (recently revised)
form to outline your plan and request to enroll in the course(s) for Spring 2013. Please submit the form to the Advising Center BYENG 208.

4. Students who have passed the Comp Exam and are now working on their dissertation need to submit a progress report and a time line as to when you anticipate defending your dissertation. The progress report must be approved by your faculty advisor through e-mail or by signing the progress report. If you plan on registering for IEE 792 Research, 799 Dissertation, or 795 Continuing Registration you may use the CIDSE Graduate Course Permission Request (recently revised) form to outline your plan and request to enroll in the course(s) for Spring 2013. Please submit the form to the Advising Center BYENG 208.

Please do not wait until the start of registration to take care of your Advising Hold. Registration starts November 13th and 14th. Please always refer to the Academic Calendar for important dates and deadlines. You can view the specific time registration opens for you on your MyAsu on the Spring 2013 tab. Spring 2013 semester starts January 7, 2013.

Thank you!

Take Care,

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