

Chemical & Environmental Engineering **Quarter:**
Quarterly Advising Form

Student Name _____

SID _____

To avoid errors in registration please complete form in full. For CEE 297/299 list your faculty advisor as the instructor.

CRN #	Course # (e.g. CEE 200)	Number of Units	Instructor (e.g. S. Walker)	For office use only

Faculty Advisor: _____ Date: _____
 Signature is required for your registration to be approved.

Office use only: Graduate Advisor: _____ Date: _____

The minimum amount of units required to be a full time student is 12.0 units per quarter. Please make sure your enrollment is at least 12.0 units. Justification may be required if you are below 12.0 units.

Instructions for enrollment:

1. Fill out the Quarterly Advising Form.
2. Have your faculty advisor review courses you plan on taking and sign the form.
3. You may now sign up for courses via GROWL. CEE 297/299 will be added by the CEE Graduate Student Affairs Officer (GSAO)
4. Turn in your form to the GSAO for the Graduate Advisor approval.
5. Your enrolled courses will be reviewed by the GSAO. Any additional courses added after your form has been turned in must be approved by your faculty advisor. Please forward this approval to the GSAO via e-mail.

Undergraduate Courses/Non-CEE Courses:

1. Students wishing to enroll in undergraduate courses must have the permission of their faculty advisors. However, you must now request permission from Kimberly Wolf by going to <http://student.engr.ucr.edu/enrollmentassistance.html>.
2. For graduate level engineering courses not in CEE (e.g. EE 200), please contact the instructor of the course for permission to enroll. Please forward the approval to the GSAO via e-mail and you will be enrolled.
3. For non-engineering undergraduate courses and graduate level courses, please contact the Student Affairs Officer for the college that is in charge of the course for permission to enroll.

Return this completed form to Adrienne in A227 Bourns Hall.