

MIE UNDERGRADUATE

Advising Instructions

❖ **ALL STUDENTS MUST COMPLETE ADVISING EVERY SEMESTER IN ORDER TO REGISTER FOR CLASSES!!!**

❖ **Advising must be completed during advising week as faculty may be unavailable at other times.**

❖ **Even if you have other registration holds (ie., financial, immunization, etc.) you must still complete advising during advising week.**

1. **Locate** your advisor on the MIE website at the following link or on the bulletin board outside the MIE main office:

<https://mie.uic.edu/undergraduate/student-resources/academic-advising-information/>

2. **Schedule** – Your Advisor will contact you to schedule an appointment for your academic advising during the WEEK OF 03/10/25.

If your advisor has not contacted you by 03/14/25, please email them. If you do not receive a response from your advisor within 24 hours, please contact Stacie Scott at stacies@uic.edu immediately.

3. **Advising** will take place WEEK OF 03/17/25.
4. **Please bring your uAchieve audit and a course plan through graduation to your advising meeting.**

YOUR REGISTRATION HOLD WILL NOT BE REMOVED WITHOUT HAVING AN APPOINTMENT WITH AN ADVISOR **and COMPLETING AN EVALUATION OF ADVISING SURVEYS**