



SUMMER AND FALL 2008 ADVISING INFORMATION

Academic advising is an integral part of your academic experience at Lawrence Tech. As you interact with your academic advisor, you not only gain important information about your progress toward graduation, but your advisor gains valuable insights about you and is therefore better able to assist you in reaching your goals.

Students should seek advice from his or her academic advisor each semester prior to registering.

COLLEGE OF ARTS AND SCIENCES & COLLEGE OF ENGINEERING

If you are a student in the College of Arts and Science or the College of Engineering, you will obtain an Alternate PIN (ALT PIN) that will be required when you register for FALL classes online through BannerWeb.

NOTE: ALT PINS/signatures are not required for Summer courses. NEW: All Undergraduate Mechanical Engineering students will receive advising holds for Fall 2008 if they did not meet with their advisor prior to the start of Summer Registration. These holds will only be removed after you have met with your advisor.

To be cleared for academic advising and your ALT PIN, **you must schedule an appointment with your academic advisor.** If you do not know your academic advisor, see below for a list of key phone numbers provided to help you locate your advisor.

COLLEGE OF ARCHITECTURE AND DESIGN & COLLEGE OF MANAGEMENT

If you are a student in the College of Architecture and Design or the College of Management, you are able to register online through BannerWeb once you have cleared by your advisor. The ALT PIN is not required.

To obtain academic advising, you will need to schedule an appointment with your academic advisor. Academic advising has already begun and will continue through the designated times previously communicated to you from your College. If you do not know your academic advisor, see below for a list of key phone numbers provided to help you locate your advisor.

PREREQUISITE REMINDER

As a reminder, the University enforces all course prerequisites during registration. This means that if you attempt to register for a course for which you do not have the prerequisite(s), the system will prevent your registration for that course. *Please note:* prerequisite waivers approved for previous semesters only apply for that semester. **The most current list of prerequisites can be found online, using BannerWeb.** If you wish to take a course for which you do not have a prerequisite, you may seek permission by completing the Prerequisite Waiver Form (available online) and having it signed by the Chair of the department offering the course. ***You can also ask the Department Chairperson about entering the online Prerequisite Override, which would eliminate the forms and allow you to register online!***

CHECK PREREQUISITES EARLY AND PLAN YOUR SCHEDULING OPTIONS—KNOW WHAT TO DO IF A CLASS IS CLOSED!

DEPARTMENT PHONE NUMBERS (if you are unsure of your advisor)

First Year Students.....	248.204.3511
Mechanical Engineering	248.204.2550
Electrical and Computer Engineering	248.204.2540
Civil Engineering	248.204.2545
Engineering Technology	248.204.2060
College of Engineering Dean's Office	248.204.2500
College of Management Dean's Office	248.204.3050
Humanities, Social Sciences and Communication.....	248.204.3520
Natural Sciences.....	248.204.3600
Mathematics and Computer Science	248.204.3560
University Studies Advising Coordinators	248.204.3516 or 248.204.3517
College of Arts & Sciences Dean's Office.....	248.204.3500
Architecture Undergraduate students	248.204.2819
Architecture Graduate students	248.204.2834
College of Architecture Dean's Office	248.204.2805