

Louisiana State University
College of Engineering
School of Electrical Engineering and Computer Science Division of Electrical and
Computer Engineering
Advising Syllabus

The Electrical and Computer Engineering Undergraduate Adviser (UGA) Mark Rabalais, MS Physics, MS EE
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Experience: 22+ years at LSU, Mr. Rabalais oversees the advising process. If you have any questions or concerns, please email or call (**email preferred**). Once admitted into the college of engineering, students majoring in electrical engineering (EE) and computer engineering (EEC) must be advised by their assigned faculty member prior to scheduling **each semester**. Students will receive their faculty advisor assignment each fall.

Per the LSU catalog, students in the *LSU Center for Freshman Year* (UCFY) who meet the following criteria will be admitted to the college (of engineering):

- 24 or more semester hours of earned credit in courses numbered 1000 or above.
- LSU and cumulative GPA of 2.00 or better.
- credit in **MATH 1550** with a grade of "C" or better.

All LSU students have an advising hold that prevents them from scheduling. The advising form is signed by the faculty adviser after completing the advising appointment with the student. The advising hold is removed after the signed form is emailed to Stacie Oliver soliver@lsu.edu in the EECS department.

Students will have their faculty adviser assigned early in the fall semester (the beginning of the academic year), ECE students will receive an email confirming the name of their faculty adviser. EE faculty will advise EE students, while EEC faculty will advise EEC students.

Electrical Engineering Faculty Advisers (area)

Dr. Daniels-Race (electronics)

Dr. Farasat (power)

Dr. Gu (automatic control)

Dr. Kargarian (power)

Dr. Liang (communications & Signal Processing)

Dr. Mehraeen (power)

Dr. Naraghi-Pour (communications & Signal Processing)

Dr. Park (electronics)

Dr. Veronis (electronics)

Dr. Wei (communications & Signal Processing)

Dr. Wu (communications & Signal Processing)

Dr. Xu (electronics)

Dr. Zhou (communications & Signal Processing)

Dr. Meng (automatic control)

Computer Engineering Faculty Advisors

Dr. Koppelman

Dr. Trahan

Dr. Vaidyanathan

Dr. Manal Abdelwahab

Mr. Rabalais advises double majors (any majors), ROTC, Sr checkout, Student athletes

revised 27 Oct 2022

The Advising Period

Advising for the spring semester occurs in the prior fall semester. Advising for the fall semester occurs in the prior spring semester. Students do not need advising for the summer semester, and can schedule for summer classes beginning in the prior fall semester. The advising period is approximately one month prior to when the student's scheduling period begins. The student's scheduling period depends on the number of credit hours completed. A complete list of scheduling priority dates is located in the **Schedule Booklet** under **Registration Calendar**. Note that the scheduling period ends about two days after the last group of students can register. A student cannot register for classes until they have their "advising hold" removed, and their scheduling date/time arrives.

The Advising Appointment

Scheduling the Appointment

Students should arrange to meet with their faculty adviser during office hours or another scheduled time. **Do not wait until the week you schedule to contact your adviser for an appointment.** Scheduling a time can take at least one week, so start the process early.

What to Bring (physically or virtually): The student should bring two documents to the advising appointment. These documents should be filled out prior to arriving at your appointment.

1. The flowchart (correct catalog year) – You can find your flowchart here:

<https://lsu.edu/eng/current/resources/flowcharts.php>. Once you print a copy, place an "X" through courses that you already have earned credit. Place a "/" through classes you are currently enrolled. Circle the courses that you wish to schedule for. **For elective courses, write the course number (ex: "PSYC 2000" next to the Soc Sci elective box, etc.).**

2. The advising form – You can find a link to the advising form here:

<https://www.ece.lsu.edu/scalzo/Advisingform2017.pdf>. Fill out the top half of the form, including the classes you plan to take in the upcoming semester. Use THIS form; it is fillable and all you have to do is type (or use a digital signature) your name and email it back using your LSU email.

What Happens During the Appointment?

The adviser's primary responsibility is to make sure the student is going to facilitate student matriculation and retention. This can be accomplished primarily by ensuring the student enrolls in the right courses, and the right number of courses. Every student has different circumstances, so the schedule that is right for one student may not be right for another. The faculty adviser will look at the flowchart and determine what courses should come next. Be mindful of what courses are on the upcoming schedule.

What the student gets out of the appointment is primarily up to the student and their level of engagement. Students should have their flowchart properly marked and the advising form accurately filled out prior to their appointment. Ask questions. If your adviser does not know the answer, they will tell you where to find it, or direct you to the UGA. At the very least, the student will get an adviser signature on the advising form. At most, the student can get information about the industry, faculty research, graduate school opportunities, undergraduate research opportunities and information about the classes the adviser teaches.

What to do after the appointment: Once your appointment is completed, your faculty adviser signs your form and submits to Ms. Stacie Oliver, she will go into the system and lift your "advising hold" within 24 hours. You will not be able to register for classes until your "advising hold" is lifted, and your scheduling date/time arrives. If your adviser was not able to answer all of your questions, please email or visit the undergraduate adviser. Please do not wait until the day of your scheduling to turn your

form in for processing, plan ahead.

College Holds

Even though your scheduling hold is lifted, it is possible that a student may have a “College Hold” that will also prevent a student from scheduling. Check your myLSU page to see if you have a “College Hold”. There are a number of reasons why a student may have a “College Hold”

1. A student needs to enter a graduation date into the system (through myLSU)
2. For this and any other reason, contact CoE Student Services (578-5731)

Disabilities

The University is committed to making reasonable efforts to assist individuals with disabilities in their efforts to avail themselves of services and programs offered by the University. To this end, Louisiana State University will provide reasonable accommodations for persons with documented qualifying disabilities. If you have a disability and feel you need accommodations for advising, please contact the ECE Undergraduate Advisor, Mr. Mark Rabalais mrabal3@lsu.edu.