

Probation Student Advising – Spring 2025

The probation student advising process remains the same as before.

All Probation Students

1. Must complete pre-advising, faculty evaluation irrespective of their probation number.
2. The advising is conditional in all phases.

Probation 1

1. The students and parents will receive a first warning message after the final grade submission.
2. Do not need to bring parents or give undertaking for this semester.
3. Automatic entry to advising process from phase-1 starting 5th January 2025

Probation 2

1. The students and parents will receive a second warning message after the final grade submission.
2. The student must sign a yellow undertaking form. They do not need to bring parents.
3. The Chair will authorize the student to self-advise.
4. The student may get an SMS confirmation after the Chair's authorization.
5. The Chair may prescribe courses for the students. These prescribed courses will supersede the pre-advised courses and the student will only see the prescribed courses in the actual advising.
6. At this stage, the student is ready to self-advise according to the schedule published.

Probation 3

1. Students and parents will get a final message after the final grade submission.
2. Students must bring their parents when meeting the Chair.
3. The student and parents must sign a light red undertaking form.
4. The department Chair will authorize the student for self-advising.
5. The student may get an SMS confirmation.
6. The Chair may prescribe courses for the students. These prescribed courses will supersede the pre-advised course selection. The student will only see the prescribed courses in the actual advising.
7. At this stage, the student is ready to self-advise according to the schedule published.

Probation 4 and above

1. These students will get a message to meet their respective Chair to review their cases.
2. These students must bring their parents when meeting the department Chair.
3. The Students and Parents must sign a deep red undertaking form if accepted to continue.
4. The department Chair will share the accepted and rejected list with the registrar office.
5. Self-advising for these students will begin on January 8 in Phase 2 since their IDs will not be available in the original advising schedule.