Purpose of Academic Advising:
We are committed to collaborating with you, the student, to enhance your success by supplying you with the knowledge necessary to make informed decisions. We believe you are responsible for taking ownership of your education. We strive to best connect you to the educational, career, and personal resources necessary to achieve your goals.

As a result of academic advising, we hope you will:
1. Be able to make informed decisions about your education.
2. Understand the requirements of your degree program.
3. Understand the impact of college and university policies on your education.
4. Understand what resources are available to you and how to best utilize them.
5. Enhance your collegiate experience by actively exploring learning opportunities inside and outside of the classroom.

Advisor and Advisee Responsibilities
You can expect your advisor to:
• Actively listen to your concerns and questions
• Provide you with accurate academic and curriculum information
• Serve as a referral source for useful resources (academic support, counseling & psychological services, career services, international opportunities, LGBTQI services, etc.)
• Support you in making positive life decisions
• Respond to email sent from your CU email account in a timely manner

Your advisor expects you to:
• Take responsibility for the impact of your decisions and actions
• Learn college and university policies
• Read and respond to official University of Colorado emails in a timely manner
• Arrive on time to your advising appointment
• Prepare for your advising appointment by being ready to discuss course options, having questions to ask, and researching opportunities and resources in advance
• Use your @colorado.edu email account for all academic correspondence
• Contact your advisor if you need to cancel your appointment

Reference Materials:
1. www.colorado.edu/engineering/academics/advising-registration/advisors: Our list of undergraduate academic advisors.
2. www.colorado.edu/engineering/academics/advising-and-registration: The College’s primary advising website will give you access to information on course registration as well as necessary forms and petitions.
3. www.colorado.edu/engineering/academics/policies: Information available on many important College rules and policies.
4. **www.colorado.edu/catalog**: The University Catalog provides full course descriptions (including course pre-requisites, restrictions, etc.) as well as degree requirements and a variety of other useful information.

5. **www.colorado.edu/fcq**: Faculty Course Questionnaire (FCQ) results from previous years may provide insights into particular courses and/or instructors.

6. **www.colorado.edu/engineering/academics/support**: Academic support information available for the College and across the entire campus.

7. **www.colorado.edu/engineering/academics/undergraduate-faqs**: For answers to many of your quick questions.

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**College of Engineering & Applied Science**  
**Dean’s Office**  
ECAD 100  
(303) 492-5071

College of Engineering & Applied Science Academic Advising Calendar  
(including key exam dates, academic support sessions and more) available online at  
[www.colorado.edu/engineering/academics/advising-and-registration](http://www.colorado.edu/engineering/academics/advising-and-registration) under “Important Dates”

<table>
<thead>
<tr>
<th>Month</th>
<th>What’s Happening?</th>
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<tbody>
<tr>
<td>August</td>
<td>• Aug. 24: Fall classes begin</td>
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<tr>
<td>September</td>
<td>• Sept. 7: Labor Day – No Classes, Campus Closed</td>
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<tr>
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<td>• Sept. 2: Deadline to add a course on MyCUInfo without an instructor’s approval and deadline to add your name to a course wait list</td>
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<tr>
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<td>• Sept. 9: Deadline to drop a course without a W grade appearing on transcript</td>
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<tr>
<td>October</td>
<td>• Oct. 30: Deadline to drop a course via MyCUInfo and deadline to make arrangements to final exam schedule for students with three or more final exams on the same day</td>
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<tr>
<td>November</td>
<td>• Nov. 2 – 29: Spring course registration period for continuing students</td>
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<td>• Nov. 23 – 27: Fall Break – No Classes, Campus Closed Nov. 26 &amp; 27 for Thanksgiving</td>
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<tr>
<td>December</td>
<td>• Dec. 7: Deadline to add a course (with instructor’s approval)</td>
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<td>• Dec. 11: Last day of fall classes / Deadline to withdraw from classes</td>
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<td>• Dec. 12: Reading Day</td>
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<td></td>
<td>• Dec. 13 – 17: Final exams</td>
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</tbody>
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Continued on next page.