

Department of Biological Science – Instructions for Graduate Student Advising (updated 4/27/18)

You must meet with your thesis adviser **TWICE**: once, during the last third of the semester (during the departmental academic advising period), to review your progress and to identify courses for the upcoming term, based on your Graduate Study Plan (GSP); and again, near the start of the semester (prior to final add date), to be approved to enroll in BIOL598 and 599 and to describe in detail the work that will be done for grades. (There is a **separate** advising form (Word document) for BIOL598 and 599, available on the Biology Department website.)

First Advising: LAST THIRD OF SEMESTER (GRADUATE ADVISING FORM (salmon color)—TO REMOVE ADVISING HOLD TO ENROLL IN CLASSES, EXCEPT BIOL598 AND BIOL599)

1. Make an advising appointment with your thesis adviser. If you plan to take 400-level courses, be sure to enroll in these as soon as possible during regular registration because undergraduate courses can fill quickly.
2. When you become 'classified' after finishing BIOL500A/B, Karen will send you a signed copy of your GSP. If you are not yet classified, you should review a draft copy of your GSP in consultation with your adviser. *New* students should review the courses available and discuss what courses to take when they meet with their adviser (or by email).
3. Use your GSP and current transcripts to fill in the salmon form and bring it to your advising appointment.
4. **IMPORTANT: ALL students (including those only taking BIOL580, 598 and 599) should enroll in courses during the regular registration period and not wait until the start of the semester.** This will help you avoid paying the \$25 late-add fee at the start of the new term and will allow you to be hired to work as a TA or GA if you have been offered a position. If you have completed most of your GSP courses and are only planning to take BIOL580, 598 and/or 599, **you should enroll in 1 unit of 580** (using the CR/NC option) during regular registration. You will then enroll in BIOL598 and/or 599 after you meet with your adviser after completing Second Advising at the start of the new term (see below).
5. If you included 1 unit of BIOL580 on your Study Plan, it must be graded using the traditional grading scheme. You should take this 1 graded unit during the semester of your 1st Committee Meeting.
6. Submit the signed form to Karen. She will remove the advising hold (you must still register) and issue you permit/s, if necessary. Permits usually expire in a few days, and they must be used by the deadline indicated. **Note!** If you missed the deadline to use your permit, obtaining a second permit may not be possible, as class/es maybe full.

Second Advising: PRIOR TO START OF NEW SEMESTER (ELECTRONIC FORM—FOR PERMIT/S TO ENROLL IN BIOL598 and 599 ONLY)

1. Download the BIOL598/599 Request form (Word file at <http://www.fullerton.edu/biology/grads/current.php>) and type in all the information (you will probably need a copy of your GSP and transcript). In the narrative portion, describe in detail your progress to date on your thesis project, and your specific plans and goals for the upcoming semester. If you are enrolling in BIOL599, you must also complete the Lab/Field Safety form. Send the digital document to your adviser by email and make an appointment immediately before or during the first week of the semester.
2. You and your adviser will review your transcript and GSP and make corrections to the form, including to the number of BIOL598 and 599 units listed on the GSP and taken to date. You should not take BIOL598 until after you complete your 1st Committee Meeting, and you cannot take more than 8 units of BIOL580 and 12 units of BIOL599 total during your program.
3. During your appointment, discuss your detailed goals and plans with your adviser and make any changes in the Word file. Be sure that you understand the work that you will have to complete for your grades. Your adviser will print out the finalized form, you both will sign, and then you must return the form to Karen, who will issue you permit/s to enroll.
4. **IMPORTANT:** Aim to complete this 2nd round of advising the week before instruction begins, so that you can avoid paying late fees. Also, if you are only taking variable-unit courses, you should have enrolled in 1 unit of BIOL580 (CR/NC) during the regular registration period. **Regardless, you must enroll in classes (units) by the final add date.**