Tips on taking ELEC 2910/3910 Academic and Professional Developments

For students:

1. **ELEC 2910 and ELEC 3910 are required courses of the program. Students must complete both courses to graduate.** ELEC 2910 is pre-enrolled to students in Year 2 while ELEC 3910 is pre-enrolled to students in Year 3. To obtain a "full-pass" grade, you must complete the course requirements of ELEC 2910/3910 in both Fall and Spring semesters.

2. If you do not receive any notifications via emails or the e-advising system from your academic advisor, **you should be proactive to contact your advisor to fix a meeting date and time with him/her**. Please note that if you miss the scheduled meeting, you may not be able to re-arrange a meeting with him/her.

3. You may **prepare your (unofficial) transcript before meeting with your advisor** and discuss your study plan with him/her. This can help you better plan your course enrollment to fulfill the program requirement. You can schedule an optional meeting with your advisor before the beginning of the semester to better plan your course enrollment.

4. If you failed ELEC 2910/3910, or if you dropped ELEC 2910/3910 before, **you will NOT be entitled to the course pre-enrollment in the following term**. You will need to enroll in the course yourself and may run the risk of not be able to enroll to the course(s) due to the limited quota.

5. You must pay attention to the email announcements from the department and must meet with your advisor on time. If you fail to attend the meetings by the stipulated deadline, you will be given an **"Incomplete" (I) grade** on the course. The "I grade" will be converted to "Fail" grade by the stipulated deadline set by the ARO if you do not fulfill the additional "make-up" requirements to be assigned by the department.