

HCAD Advising Instructions for Registration

HCAD ADVISORS

All undergraduate students have a designated advisor in the Hillier College of Architecture & Design. HCAD advisors are assigned based on the first letter of the student's last name:

- Last name **A-B**: Sasha Corchado (corchado@njit.edu)
- Last name **C-L**: Amada Belton (amada@njit.edu)
- Last name **M-Z**: Pamela Piro (pss25@njit.edu)

While most questions can be answered by either HCAD advisor, students should meet with their designated advisor for specific academic issues such as registration, course withdrawals, etc. General questions may always be sent to HCADadvising@njit.edu for a timely response.

ADVISING HOLDS

Each semester, advising holds are placed on student accounts in advance of registration. To remove this hold, HCAD students must meet with their designated HCAD advisor to discuss their registration plans. These meetings ensure that students are fully informed of the requirements of their chosen curriculum, their academic progress, and their schedule options for the coming semester.

IMPORTANT: You should meet with your HCAD advisors to remove your advising hold, even if you have other holds on your account from another department (Bursar, Library, Dean of Students, etc.). If you have additional holds on your account, please contact that department directly to resolve the issue. Students cannot register for classes until all holds are removed.

DEGREE PLANS FOR ADVISING

While HCAD advisors provide academic guidance and recommendations, each HCAD student is responsible for tracking their own academic progress and developing an academic plan for the next semester.

To this end, students must complete and UPLOAD their Degree Plan for their major to [HCAD Schedule Plans link](#) BEFORE scheduling their advising meeting. Degree Plans will not be accepted via email or Drive sharing.

1. **Completed Degree Plans must be submitted using the [HCAD Schedule Plans](#) link only.** This will ensure that your form can be reviewed and approved to schedule your registration appointment with your designated HCAD advisor.
2. **Completed Degree Plans must be received no later than 4:00pm the WEEKDAY BEFORE your appointment.**

The Degree Plans for all HCAD majors can be found in the [HCAD Advising Resources Folder](#)*. **Completed Degree Plans are only accepted in Excel or Google Sheets formats.**

How To Obtain an Editable Copy of the Degree Plan

Please follow these steps to obtain the Degree Plan for your major:

1. Open the Degree Plan file and click 'File' menu at the top of the form (under the filename)
2. Scroll down the menu items to select one of the following two options:
 - a. "Make A Copy" to duplicate the form in Google Sheets. This will create a duplicate Degree Plan directly in your student Google Drive folder. You can then fill out the Degree Plan in your Drive folder and email the link to your designated HCAD advisor
 - b. "Download> Microsoft Excel(.xlsx)". This will download an Excel version of the complete Degree Plan to your harddrive. You can then fill out the Degree Plan in Excel on your computer and email the file directly to your designated HCAD advisor. You will not be able to edit the forms directly in the Advising Resources folder.

NOTE: Screenshots, PDFs, handwritten copies, copy/paste, or other modified versions of the form are NOT accepted for advising. Please follow the instructions above carefully to make sure your Degree Plan is in the correct format.

How To fill out your Degree Plan

Please use your NJIT transcript (and/or DegreeWorks) to enter the following information on your form:

- Your name, student ID number, and GPA in the boxes at the top of your form
- **Courses you completed** (*courses you received a final grade or transfer credit for*):
 - o In the Semester Box: Enter the semester (Fall, Spring, etc.) **and** year in which the course was taken (ie. F21=Fall 2021, S22=Spring 2022);
 - o In the Grade Box: Enter the grade earned under the grade box
 - o In the Course Used Box: If you took an approved Course Substitute in place of a required course, enter the course number under the "Course Used" box
 - o For unspecified GERs, enter the course number under the "Course Used" box
 - o For courses satisfied by AP or transfer credit, enter a "T" in place of the course grade

- **Courses currently in-progress** (*the courses you are taking this semester*):
 - In the Semester Box: Enter the current semester & year (as explained above)
 - In the Grade Box: You can leave the Grade box can be left blank or marked “In progress” (IP)

- **Courses you plan to take next semester**:
 - In the Semester Box: Enter the semester *and* year for the *next* term in the semester box next to those proposed courses
 - For Summer courses, “U” = summer term
 - For Winter courses: “W” = winter term
 - In the Grade Box: Leave the Grade box BLANK.

Please NOTE:

- Only enter information in the Semester, Grade and (if necessary) Course Used boxes.
- **Do NOT move, change, or delete the information in the Course Number or Course Title boxes.** Those boxes list the courses required for your degree. Changing information in those boxes will result in your form being rejected.
- **Do NOT add Course Numbers or Course Title boxes within the curriculum layout.** If you are taking courses for a minor or double-major, you can list those courses to the far right of the Degree Plan or at the bottom of the Degree Plan outside of the curriculum. Such changes will result in your form being rejected..

The [HCAD A&R Overview](#) and [Sample Degree Plan](#) include additional guidance and visual examples of how to fill out and submit your Degree Plan correctly. If you have questions or are unsure of how to fill out your Degree Plan, please contact HCADadvising@njit.edu well in advance. **Not understanding how to complete the Degree Plan is not an excuse for submitting an incomplete or incorrect form.**

How to Submit Your Degree Plan for Review

All Degree Plans must be UPLOADED to the [HCAD Schedule Plans link](#). You are encouraged to submit your completed Degree Plans days or even weeks in advance. AFTER you submit your completed Degree Plan, you can schedule a Registration Appointment with your designated HCAD advisor.

Please remember, **Degree Plans are due no later than 4:00pm the WEEKDAY PRIOR to your appointment.** This means for Monday appointments, the Degree Plan must be received by the Friday

before. For Degree Plans submitted over the weekend, appointments must be scheduled for Tuesday or later in the week.

Students who submit incomplete/incorrect forms or submit the forms after the deadline will have their appointments cancelled, and they will have to reschedule for a later date. This is not to be cruel, but there are limited HCAD advisors available to meet with our growing HCAD student community. In addition to providing guidance to you and your fellow students, the HCAD advisors also answer questions and requests from students in other departments seeking course permits, transfer options, and so on, while also addressing various scheduling, faculty, onboarding, and curricular issues as they arise.

REGISTRATION APPOINTMENTS

Every semester, HCAD students must meet with their designated HCAD students to discuss their progress and schedule plans, and remove their advisor holds. Students will receive **Registration Campaign** email notifications in their NJIT email with instructions and a unique link to schedule their Registration Appointment.

Scheduling Your Appointment

All Registration Appointments must be scheduled through the appointment link in the Registration Campaign email. Making an appointment via the Registration Campaign link allows advisors to more accurately track which students have been advised and helps to ensure everyone is prepared for registration in a timely fashion.

Once your degree progress and academic plan for the coming semester have been discussed in your appointment, your advisor hold will be removed. Advisor holds will only be removed after meeting in a Registration Appointment.

Keep in mind, the appointment link in the Registration Campaign email is tied directly to each individual students' NJIT calendar. You cannot make an appointment for yourself using the link from another student's Registration Campaign email. Please use only the appointment link in the Campaign email sent specifically to you. Similarly, please also do not share your appointment link with another student as any appointment scheduled through that link will appear on your calendar, not theirs.

Online (Virtual) vs. In-Person Meeting Options

Registration Appointments are conducted online or in-person based on the WEEKDAY they are scheduled. If you have a preferred meeting mode (in-person vs. online), please select the appropriate weekday designated for the type of appointment you wish to have.

Meetings will not be converted from one mode to another, regardless of availability. Please select your appointment day carefully and well in advance.

Remember, **your completed Degree Plan must be uploaded to [HCAD Schedule Plans](#) no later than 4:00pm the WEEKDAY BEFORE your appointment.** (Students with *Monday* appointments must submit their form by 4:00pm the FRIDAY prior.)

Please use the tips below to help you prepare for advising and registration.

TIPS FOR ADVISING & REGISTRATION

1. Upload your completed Degree Plan to the [HCAD Schedule Plans link](#) BEFORE scheduling your appointment.

Take the time to follow these advising instructions carefully to ensure correct completion and submission of your Degree Plan, THEN schedule your appointment via the Campaign email link. As the semester gets busier, it is easy to forget to complete and submit your Degree Plan by the deadline to maintain your appointment. Submitting your Degree Plan FIRST will help avoid cancellation, and give you an opportunity to make any necessary corrections to keep your appointment.

Please book your appointment early!

Walk-in requests will not be accommodated for registration. There will be plenty of time to meet with every student, but only if you are proactive about

1. uploading your completed Degree Plan well in advance,
2. scheduling your Registration Appointment early, and
3. arriving promptly.

This is especially important for students eligible for priority registration, such as athletes, Honors students, and select others. We cannot make or reserve extra appointments for students with priority registration. If you want to register early, you must submit your form and schedule your appointment well in advance.

2. Show up for your appointment on time.

Showing up promptly is a courtesy not only to your advisor (or your instructor or administrator when meeting with them), but also to your fellow students who have scheduled their own appointments immediately after yours. These time slots are rather short (15 minutes) and run back-to-back. It is unreasonable to expect an advisor to “squeeze you in” if you missed most or all of your appointment time slot. Please be considerate.

1. Arrive EARLY if you can.

2. For online appointments, make sure your browser/device is under your NJIT login and join the online session ahead of time so you can fix any technical issues (access, audio, etc.) before the session begins.
3. If you're 10 minutes late (or more), you must reschedule your appointment for the next available date.

3. Please DO NOT WAIT UNTIL THE LAST MINUTE!

While these advising systems are intended to help streamline the advising process, procrastination will inevitably result in longer waits and could potentially delay your ability to register for classes in a timely manner.

4. Make sure you have no other holds on your account BEFORE registration opens.

If you have other holds on your account (Bursar, Student Health Services, etc.), please schedule your Registration Appointment to meet with your HCAD advisor BEFORE registration begins. This way, you will be fully prepared to register with an approved slate of courses as soon as all other holds are released.