



Hillier College of Architecture & Design

Preparing for Advising & Registration

Registration Campaign Email

- ❑ Registration Campaign emails are sent out each term
- ❑ Advising Resources Folder link
 - ❑ Contains step-by-step advising instructions and visual guides
 - ❑ Includes links to the Program Forms for each HCAD major
- ❑ Registration Appointment link
 - ❑ Click the link in the email to select and confirm a timeslot on your advisor's calendar
 - ❑ Unique meeting link is generated for each individual student. *Links cannot be shared with other students.*

Hello Andrew:

Now that you're settled in for the semester, I'd like to touch base with you to help you get started with your **Spring registration plans**.

Each semester, HCAD students must meet with their designated academic advisor to discuss their academic progress, review their schedule plans for the next semester, and remove their advisor hold for registration. This helps to ensure that you are on track each term to advance the next set of course requirements in the coming semester.

Preparing for Advising

To prepare for your advising meeting, please follow the **HCAD Advising Instructions** in the [2024 HCAD Advising Resources](#) folder*. The Advising Instructions detail the entire HCAD advising process - from how to complete and submit your Program/Curriculum Form, to scheduling an appointment with your designated HCAD advisor.

I. Completing Your Program Form

The first step in the advising process is to download the Program Form in **Excel** or **Google Sheets** format. This will give you your own editable copy to update.

Once you've downloaded the Program Form, **fill it out with your academic progress and registration plans according to the [Advising Instructions](#)**. It is important that you use the correct program form and follow the advising instructions carefully to ensure that your academic progress and plans are detailed correctly and complete for review.

Scheduling Your Appointment

All HCAD students must meet with a HCAD advisor in order to remove their holds for registration. This helps to ensure that you are on track in your major and ready to advance the next set of course requirements in the coming semester.

I. Use the appointment link below to schedule your Registration Appointment for advising.

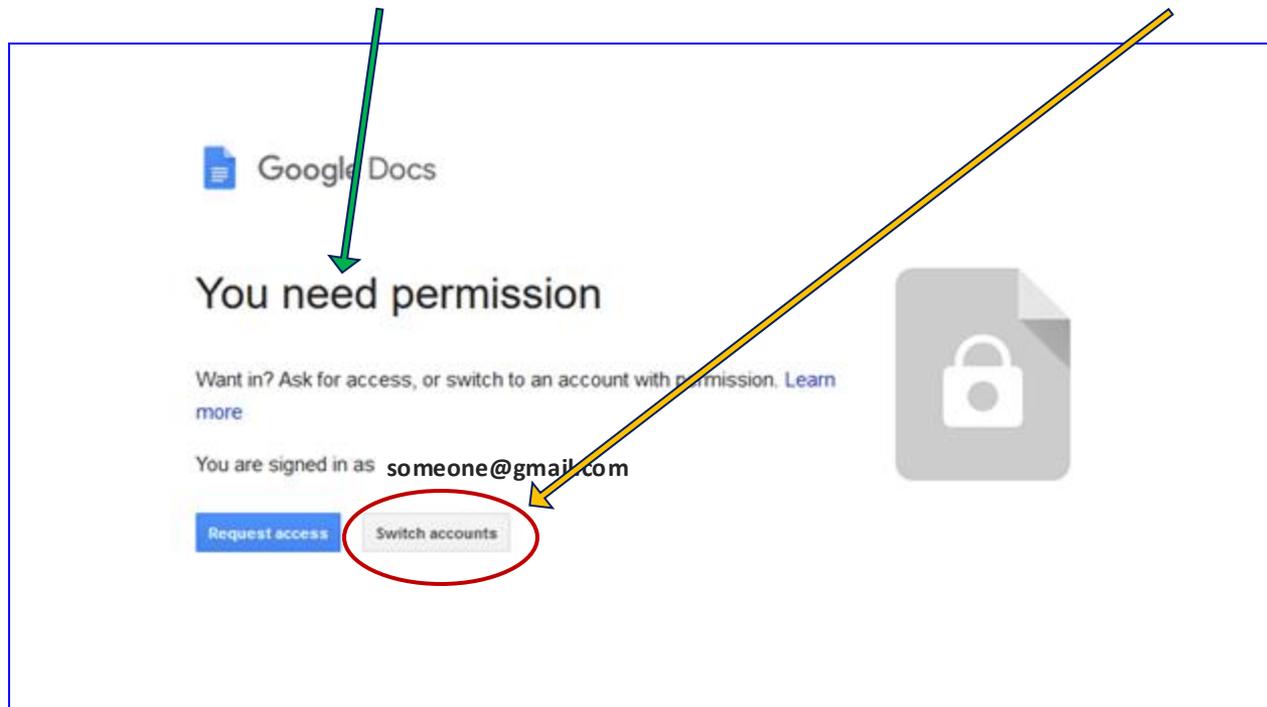
After you've submitted your completed Program Form, you can schedule your registration appointment using the link below. Please remember, your completed Program Form must be received by 4:00pm the **WEEKDAY** prior to any possible appointment. If your form is incorrect, incomplete, or received after the submission deadline, you will not be eligible to meet the following weekday. Please plan accordingly.

[Schedule an Appointment](#)

Accessing the Advising Resources Folder

This folder is only accessible using your NJIT login!!

- ❑ Personal email addresses will NOT be granted access. Please don't ask.
- ❑ If you see this error, please log into the browser with your **NJIT UCID**.



What's in the Advising Resources Folder?

Program Forms

- Contains program forms for each HCAD major downloadable in Excel/Google Sheets format

HCAD Advising Instructions

- Details how to fill out, save and submit your program form
- Step-by-step overview with screenshots and tips

Additional Guides

- Guides and links for registration, academic progress, and schedule change information

Name	↑
HCAD Program Forms	
1. HCAD Advising Instructions.docx	
2. HCAD Advising & Registration Overview.pptx	
3. Midterm & Course Withdrawal Guide	
4. HCAD Permit Request Guide	
5. NJIT Registration Video.mp4	
6. Banner Registration FAQs.pdf	

Pro-Tips for the Program Form

- Make a copy** of the form*before* filling it out
- You will not be able to edit the form directly in the Advising Resources folder
- Select “Make a Copy” to obtain your own Google Sheet for editing; **-OR-**
- Select “Download>Excel (.xlsx)” to download the form in Excel to your harddrive
- Title your copy of the Program form
- Include the semester, your last name, and your first name
- Example: S25-SmithJane
- Your program form will be located in your Google Drive
- Keep it in an accessible place
- You can download your completed form in Excel format as needed

2021 B.Arch Program (5-year) .xlsx

File Edit View Insert Format Data Tools Help Last edit was on July 20

New Open Import **Make a copy** Save as Google Sheets Share Email **Download** Rename Move Add shortcut to Drive Move to trash Version history Details Settings Print

Year	Course	Credits	Notes
Year 1	AR 101	3	
Year 1	AR 102	3	
Year 1	AR 103	3	
Year 1	AR 104	3	
Year 1	AR 105	3	
Year 1	AR 106	3	
Year 1	AR 107	3	
Year 1	AR 108	3	
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Year 1	AR 469	3	
Year 1	AR 470	3	

Completing Your Program Form

Name:	
8-digit ID #:	
Cumulative GPA:	

Bachelor of Architecture (5-yr, B.Arch)

This curriculum reflects the Professional B.Arch requirements implemented for Fall 2021.

Click underlined courses for more information

Fall						
Course #	Course Title	Cr.	Old Curr Substitute	Course Used	Sem	Grade
ARCH195	Architecture Studio I	4	1st Year Core		F22	IP
ARCH110	Tools and Techniques I	3	1st Year Core		F22	IP
HUM 101 / ENGL 101	English Composition: Writing Speaking Thinking I / English Composition: Intro to Academic Writing (GER)	3		ENGL 101	T	T
CS104	Computer Programming and Graphic Problems (GER)	3			F22	IP
MATH107	University Mathematics A (GER)	3	MATH113	MATH111	T	T
FRSH SEM	First-Year Seminar	0			F22	IP
Term Credits		16				

Year 2						
Course #	Course Title	Cr.	Old Curr Substitute	Course Used	Sem	Grade
ARCH295	Architecture Studio III	4	ARCH263			
ARCH210	History of Architecture I	3	ARCH251-ARCH252			
ARCH223	Construction I	3		ARCH223	F21	B+
PHYS102	Physics I (GER)	3		PHYS102	S22	C
PHYS102A	Physics I Lab (GER)	1		PHYS102A	S22	B
Term Credits		14				

Name and 8-digit ID number

Identify the courses you have **completed**

- Enter the term & year (ex: S26)
 - F = Fall, S = Spring, U = Summer, W = Winter
 - 24 = 2024, 25 = 2025, 26 = 2026)
- Enter the grade earned
 - Enter 'T' for any transferred or AP courses you received credit for

Identify the courses you are **currently** taking

- Enter the term & year
- Enter 'IP' (for in progress) in the grade box

Spring						
Course #	Course Title	Cr.	Old Curr Substitute	Course Used	Sem	Grade
ARCH196	Architecture Studio II	4	1st Year Core		S23	
ARCH156	Tools and Techniques II	3	1st Year Core		S23	
HUM 102 / ENGL 102	English Composition: Writing Speaking Thinking II / English Composition: Intro to Writing for Research (GER)	3		ENGL102	T	T
MATH105	Elementary Probability and Statistics (GER)	3	MATH113-MATH120		F22	IP
GER	Social Science Literacy	3		STS201	F22	IP
Term Credits		16				

Year 2						
Course #	Course Title	Cr.	Old Curr Substitute	Course Used	Sem	Grade
ARCH296	Architecture Studio IV	4	ARCH264			
ARCH211	History of Architecture II	3	ARCH381-ARCH382			
ARCH224	Construction II	3	ARCH323	ARCH224	S23	
GER	Scientific Literacy (lab not required)	3	PHYS103	R120 101	T	T
GER	History and Humanities 20X	3		HIST 213	T	T
Term Credits		16				

Indicate the courses you **plan to take** next semester

- Enter the term and year for the next semester
- Leave the grade blank

Pre-Reqs, Passing Grades, and Policies

Year	Course	Credits	Prerequisites	
Year 3	ARCH395	Architecture Studio V	4	ARCH363
	ARCH303	Structures I	3	ARCH229
	ARCH309	Environmental Control Systems I	3	ARCH227
	ARCH324	Landscape and Urbanism	3	
	Elect	History and Humanities XXX	3	
	Term Credits	16		
Year 4	ARCH495	Advanced Architecture Studio I	5	ARCH 563
	ARCH472	Professional Practice I	3	ARCH472
	Arch Elect	Technology	3	ARCH423 or ARCH429
	Elect	Senior Seminar	3	
		Term Credits	14	
	ARCH463	Options Studio I	5	

To find out the prerequisite courses for a given class, click on the 'Pre-Reqs and Passing Grades' Tab

Course Pre-requisite Chart					
Common Core with B.Arch					
	MAJOR REQUIRED COURSES	Cr.	Pre-requisite(s)	Min. Pass Grade (Pre-requisite)	Min. Pass Grade (Course)
ARCH195	Architecture Studio I	4	None	--	D
ARCH110	Tools and Techniques I	3	None	--	D
ARCH196	Architecture Studio II	4	ARCH195	--	2.0 studio GPA btw ARCH195 and ARCH196
ARCH156	Tools and Techniques II	3	ARCH110	--	D
ARCH295	Architecture Studio III	4	ARCH196, ARCH110, ARCH156	2.0 studio GPA btw ARCH195 and ARCH196, D, D	D
ARCH210	History of Architecture I	3	ARCH110	D	D
ARCH223	Construction I	3	None	--	D
ARCH296	Architecture Studio IV	4	ARCH295	--	2.0 studio GPA btw ARCH295 and ARCH296
ARCH211	History of Architecture II	3	ARCH210	--	D
ARCH224	Construction II	3	ARCH223	D	D

The course you want to take

The courses that need to be passed before you can take the course

The grade you needed in the prerequisite in order to continue

The grade needed to pass the course you want to take.

Submitting Your Program Form for Advising

Once your program form has been completed, UPLOAD it to the ...

[HCAD Schedule Plans link.](#)

...by the Submission Deadline.

- Program Forms must be received **by 4:00pm the WEEKDAY PRIOR to the advising appointment.**
- Program Forms will not be accepted via email or other delivery modes.
- Forms submitted over the weekend are NOT eligible for Monday appointments.

Scheduling Your Advising Appointment

After uploading your form, use the appointment link in the Registration Campaign email to schedule your appointment.

- ❑ The appointment link is tied to the specific student who received the email.
- ❑ **Only THREE appointments** are allotted each student before the start of registration.
- ❑ **If you prefer In-Person** appointment, please make sure you select an appointment time on the day(s) designated for In-person meetings.
- ❑ **For Online/Virtual** appointments, select a meeting time on the day(s) designated for online appointments.

The screenshot displays a three-step appointment scheduling process:

- Choose A Day:** A calendar for July 2014 with a 'Today' button at the bottom right.
- Choose A Time:** A vertical list of times for Wednesday, July 09: 3:50pm, 4:00pm, 4:10pm, 4:20pm, 4:30pm, and 4:40pm.
- Comments:** A text input field with the prompt 'Is there anything specific you would like to discuss?' and a 'Review Appointment Details' button at the bottom.

Blue arrows indicate the flow from 'Choose A Day' to 'Choose A Time', and from 'Choose A Time' to 'Comments'.

Write a comment for your advisor and/or attach the link to your program form.

Now What?

- ✓ Program Form completed? ... Check!
- ✓ Program Form uploaded by the deadline? ... Check!
- ✓ Advising Appointment scheduled? ... Check!

Show Up to Your Appointment!!

- **In-Person appointments** are held in Weston Hall, 3rd floor Main Office. (Check in at the Front Desk for entry.)
- **Online/Virtual appointments** will be conducted online. A meeting link will be sent prior to your appointment.

Once we've met and discussed your academic plans, your hold will be removed for registration.

Thank you!

Any Questions?