Department of Biomedical Engineering
Advising Information

**REGISTRATION ADVISING:** Please refer to Registration and Records registration web site for information on advising, enrollment and regular session academic calendars at [https://registrar.ncsu.edu/](https://registrar.ncsu.edu/). Both group and individual advising sessions will be held during each academic regular session.

You must print out your Degree Audit, a list of courses you plan to take and bring it to your advising session to be advised.

**PROCEDURE FOR IN-PERSON ADVISING:** Print your Degree Audit from MyPack Portal. Fill out an Adviser’s Registration Record form. After your adviser has signed the form and approved your schedule, your adviser will lift your advising hold and you can register when your registration window opens.

**TO PRINT YOUR DEGREE AUDIT OFF THE WEB:** Go to: MyPack and Log in>Click on Student Self Service>Degree Audit>Print.

**COURSE NOTES:**

**MAE COURSE RESTRICTIONS:** Before planning MAE courses, look at the restrictions. Many MAE courses are restricted for MAE students only. If the course restriction contains 14MAE and does not say 14BME, it is reserved for MAE students only. You can send a request to be added to Cheryl Tran (cheryl_tran@ncsu.edu) to be added. If there are seats available after registration closes, she will add you. Be sure to include your student ID number, and the course and section you need to add.

**CLOSED OR RESTRICTED CLASSES:** Lesley and I cannot register students for classes offered by other departments. If you have trouble registering for classes in another department, contact the department that offers the course. The only exceptions are ECE courses which are listed on the BME Elective list (in which case, you should send a request to be added to me) and any courses on the suggested elective list that have a note for students to contact me. In those cases, you should send your student ID number, class and section number you need, and the 4 or 5 digit class number corresponding to that section.

**CREDIT-ONLY GRADING:** With the exception of PE courses and E115, all courses must be taken for a letter grade to count toward your degree.

**PREREQUISITES:** It is your responsibility to be sure that you have the prerequisites for your courses. Failure to have a prerequisite could result in your being dropped from the course.

**STUDENT RESPONSIBILITY:** After registration, go to your Degree Audit and make sure the courses you added are counting toward your degree. Courses listed under non-degree courses are not counting toward your degree. Graduating seniors should have NO red X’s or blue stars in the Degree Requirements section.