Undergraduate advisors should refer students with the following advising issues to either (1) ECE Academic Program Coordinator Bonnie Dow in Room 120 SH, or (2) the department listed:

- Probation
- Course substitution required for graduation
- Course permits – to obtain a permit for an ECE class; for other departments’ classes, see the list of departmental contacts in the “Advising FAQ” on www.ece.iit.edu/~advising
- Course prerequisite waiver – to request a prerequisite waiver for an ECE class; for other departments, see the list of contacts in the “Advising FAQ” on www.ece.iit.edu/~advising
- Course overload – to register for more than 18 credit hours
- Late registration
- Late withdrawal
- Leave of absence
- Request for letters concerning academic standing
- Change of Major – to switch to BSCPE, BSEE, or BSCPE/BSEE dual degree; for other majors, see Undergraduate Academic Affairs, Room 101 MB, ugaa@iit.edu, 567-3300
- Audit of transfer courses – course validation: Undergraduate Academic Affairs
- Minor – to declare a minor: Undergraduate Academic Affairs
- Coop/Internship – for ECE Department signature on forms, see Bonnie Dow; else visit Career Management Center (CMC), Galvin Library-UL, cmc@iit.edu, 567-6800
- ROTC – for forms requiring ECE Department signature
- VISA issues for international students – International Center, Room 405 MB, icenter@iit.edu, 567-3680
- Personal Issues – Student Affairs, Room 209 MTCC, dos@iit.edu, 567-3081
- Financial Issues – Financial Aid Office, Room 104 MB, finaid@iit.edu, 567-7219
- Violation of academic rules, e.g., academic dishonesty – see Bonnie Dow; also notify student of IIT regulations: www.iit.edu/student_affairs/handbook/information_and_regulations