3 Steps to Preparing for Pre-Advising

What to do before scheduling your ECE advising appointment.

Fill in Terms & Grades for Completed Courses into your APF

1. EE APF
2. CPE APF

If you have transferred in a course put 'T' in front of the letter grade (i.e. TA)

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Upload your APF to Connect

Link: [http://connect.charlotte.edu/staff](http://connect.charlotte.edu/staff)

Advisors will cancel appointments if APF's are not completed or submitted on Connect

4. Upload APF from your PC

Be sure you know your policies

There are several IMPORTANT policies that may affect your success

- **Withdrawal Policy**: You can only withdraw from 16 credit hours throughout your academic career. Be sure to know the withdrawal deadlines each semester.

- **Two Attempt Policy**: You only have two attempts to complete any requirement in the College of Engineering.

- **Grade Replacement Policy**: You may replace the grades of two course (maximum of 8 credit hours). You have until the Withdrawal Deadline to "Opt-Out" or apply the grade replacement to a different course that term.

You are responsible for your success, but your advisor is here to support you along the way.