Planning Guide

UCONN | SCHOOL OF ENGINEERING

Advising Team

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Advising Program Support Staff

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Associate Director of Undergraduate Advising
Advisor for Chemical Engineering

Faculty Advisors, Professional Advisors and Academic Support

Advising in the School of Engineering is mandatory for every student, every semester. Academic advising in the School of Engineering is done jointly by trained professional staff and faculty advisors. Typically, first- and second-year students are assigned to a professional staff advisor in order to assist students in their transition to college, aid students in navigating the University, and collaborate in course selection and academic planning. Faculty advisors typically meet with engineering students with junior or senior standing in order to assist students in their course selection, counsel them in meeting their educational and career goals, and provide discipline-specific mentorship. Faculty advisors and professional staff advisors are assigned to students entering the School of Engineering according to the student's major. The School of

Engineering provides additional content-specific academic support via the Engineering Tutoring Center. The Engineering Tutoring Center is staffed by undergraduate engineering students and provides 40+ hours of weekly tutoring to all students on a drop-in basis.

Prior to Orientation

Mathematics Calculus Placement Exam

You will need to complete the Math Placement Exam (MPE) to be placed in the proper math class.

Calculus placement score of 22 or higher
You may enroll in MATH 1131Q (or a higher Mathematics course if recommended by your advisor)

Calculus placement score of 17-21
You may enroll in MATH 1060Q prior to attempting calculus

Below 17
Must complete the learning modules in the MPE and retake the placement exam again. You need to be in a Math course your first semester.

First-Year Writing Placement

Placement into your first-year writing course is based upon your standardized test scores or English Guided Placement Survey. All incoming students (first year and transfer) without SAT or ACT test scores who have not earned UConn credits for First-Year Writing (FYW) courses (e.g., ENGL 1003, 1004, 1007, 1010 or 1011) will need to complete the Guided Placement Survey (GPS) to determine student readiness and placement in English.

Advanced Placement (AP) or
UConn High School Early College Experience (ECE) course credit(s)

The School of Engineering accepts both Early College Credit courses and AP courses with appropriate test scores as credit towards engineering degree requirements. Please consult the University Course Catalog for equivalencies.

Once you accept or deny your ECE credits, the decision is final and part of permanent record. Your decision to accept or deny ECE courses must be made prior to December 1st using: www.nondegreedecisions.uconn.edu

Your Program

Seven Academic Departments within the School of Engineering:

Biomedical Engineering
Chemical & Biomolecular Engineering
Civil & Environmental Engineering
Computer Science & Engineering
Electrical & Computer Engineering
Materials Science & Engineering
Mechanical Engineering

Degrees Offered in the School of Engineering

- Biomedical Engineering (BSE)
- Chemical Engineering (BSE)
- Civil Engineering (BSE)
- Computer Science & Engineering (BSE)
- Computer Engineering (BSE)
- Computer Science (BS)
- Electrical Engineering (BSE)
- Engineering Physics (SoE & CLAS, BSE)

- Environmental Engineering (BSE)
- Management & Engineering for Manufacturing (SoE & SOB, BS)
- Materials Science & Engineering (BSE)
- Mechanical Engineering (BSE)
- Multidisciplinary Engineering (BSE)
- Robotics (BSE)

School of Engineering
Supplementary Scholastic Standards

To be in good academic standing in the School of Engineering:

- Students must maintain a **2.5 cumulative GPA** after completing 24 or more credits.
- Students must maintain a minimum **2.3 cumulative GPA** to continue in the School of Engineering.
- Students who fall below **a 2.3 cumulative GPA** after 24 credits in residence will be removed from the School of Engineering and moved to the Academic Center for Exploratory Students.
  - Residence means courses completed at one of the UConn campuses and does not include Early College Experience or non-degree courses.
  - Students will have the opportunity to appeal this decision.
- If a student's cumulative GPA falls between 2.3 and 2.5, they will be considered on academic probation for the School of Engineering.
  - Students on academic probation will be reduced to a 14-credit load until the cumulative GPA improves to at least 2.5. Students may stay in the School of Engineering while on academic probation with the reduced credit load.

To view the separate scholastic standards for the University, please review the Academic Regulations section within the University Catalog, found here: https://catalog.uconn.edu/school-of-engineering/

Content Area 1- Arts and Humanities
Six credits required; must be taken in two different academic units.

<u>PHIL 1104: Philosophy and Social Ethics</u>   +   _____

Content Area 2- Social Sciences
Six credits required; must be taken in two different academic units.

_____   +   _____

Content Area 3- Science and Technology
    ** Fulfilled by School of Engineering requirements

Content Area 4- Diversity and Multiculturalism
Courses in this category may also fulfill other content areas. Students are allowed to "double-place" one Content Area 4 course and use it to also satisfy part of the Content Area 1, 2 or 3 requirements.
Six credits required; one course must have an International designation. Both courses can be International.

_____   +   _____ (International)

Environmental Literacy Requirement (E Course)
Three credits in designated Environmental Literacy (E) coursework.

_____

Writing Requirement (W Course)
Must complete either English 1010 or ENGL 1011 prior to completing the two required writing-intensive (W) courses.

_____   +   <u>(within engineering major)</u>

Second Language Requirement
Three years of the same world language in high school, or two semesters of elementary language at UConn, or by special approval from the Literatures, Cultures & Languages department for bilingual students or students with a native language other than English.

PROTIP →

Search for Classes by Content Area

On the **Search for Classes** page, in the **Course Description Keyword** field, enter the **Content Area Code** listed below **exactly** as it is displayed, including the space and period. (Examples: CA 1. or CA 2. CA 4-INT.)
Tip! Use the copy (Ctrl C) and paste (Ctrl V) function.

Note: You may also search by a Course Description Keyword such as; introduction, economics, statistics, etc.

Content Area Code	Content Area Description
CA 1.	Content Area 1: Arts & Humanities
CA 1. CA 4-INT.	Content Area 1: Arts & Humanities & Content Area 4: Diversity and Multiculturalism - International
CA 1. CA 4.	Content Area 1: Arts & Humanities & Content Area 4: Diversity and Multiculturalism
CA 2.	Content Area 2: Social Science
CA 2. CA 4-INT.	Content Area 2: Social Science & Content Area 4: - Diversity and Multiculturalism - International
CA 2. CA 4.	Content Area 2: Social Science & Content Area 4: Diversity and Multiculturalism
CA 3-LAB.	Content Area 3: Science & Technology - Laboratory
CA 3.	Content Area 3: Science & Technology
CA 4-INT.	Content Area 4: Diversity & Multiculturalism - International
CA 4.	Content Area 4: Diversity & Multiculturalism

Fall Semester

Prior to the Start of the Year

- ☐ Get to know the academic system, https://studentadmin.uconn.edu
- ☐ Review your schedule
- ☐ Purchase textbooks and school supplies

September

- ☐ Check your Student Administration account to make sure all the information is accurate (i.e. transfer credits, chosen degree, advisor, contact information, etc.)
- ☐ Confirm add/drop deadline (10th day of classes)
- ☐ Attend the Involvement Fair
- ☐ Familiarize yourself with the academic resources on campus (i.e. Writing Center, Q Center, Academic Achievement Center, Engineering Tutoring Center, etc.)
- ☐ Review the academic calendar
- ☐ Review your syllabi - Note instructor's office hours, major assignments, attendance policy, etc.
- ☐ Explore study abroad opportunities. For more information go to http://abroad.uconn.edu/

October

- ☐ Review your midterm grades. Have you met with your instructor?
- ☐ Meet with your professor(s) to discuss your current course progress
- ☐ Make an appointment with your advisor to discuss spring courses.
- ☐ Be sure you have addressed any registration holds on your Student Admin account.
- ☐ Attend the Majors and Minors fair

November

- ☐ Register for winter intersession courses (if applicable) and spring courses
- ☐ Prepare for final exam review and determine where and when they will take place. The final schedule is published by the Registrar's Office (http://registrar.uconn.edu)
- ☐ Accept or reject any ECE credits by December 1st (nondegreedecisions.uconn.edu)
- ☐ Contact the Dean of Students if you need to re-schedule an exam

December

- ☐ Continue preparation for finals and confirm your exam schedule

Spring Semester

January

- ☐ Review your schedule
- ☐ Add/drop (as needed) to adjust your schedule before the Day 10 deadline posted on the Registrar's Office Academic Calendar.

February

- ☐ Explore internship, employment, and volunteer opportunities for the summer- Build your resume!
- ☐ Attend the Involvement Fair and Career Fairs
- ☐ Apply for scholarships and submit your FAFSA by the deadline.
- ☐ Connect with campus academic resources
- ☐ Register for summer courses (if applicable) through Student Administration
- ☐ Review your midterm grades. Have you met with your instructor?

March

- ☐ Make an appointment with your advisor to discuss spring courses.
- ☐ Be sure you have addressed any registration holds on your Student Admin account.
- ☐ Register for fall classes through Student Administration
- ☐ Note: If you want to take a course from an institution outside of UConn in the summer it must be pre-approved using the Prior Course Approval tool on Student Administration

April

- ☐ Begin preparation for final exam review and determine when and where they will take place
- ☐ Contact the Dean of Students if you need to re-schedule an exam

May

- ☐ Continue preparation for finals
- ☐ Finalize your fall enrollment

Student Responsibilities

- [ ] Plan and attend regular appointments with your advisor each semester
- [ ] Come prepared for your advising appointments (i.e. bring your four-year plan, list of courses you are interested in, etc.)
- [ ] Gather all relevant decision-making information
- [ ] Clarify personal values and goals
- [ ] Become knowledgeable about college programs, policies and procedures
- [ ] Complete all "to-do's" recommended by your advisor
- [ ] Ask questions if you do not understand an issue or have a specific concern
- [ ] Take responsibility for exploring career options
- [ ] Seek opportunities that are consistent with areas of interest
- [ ] Review Student Administration Academic Requirement Report and graduation requirements frequently for accuracy
- [ ] Review course catalog and course descriptions

Advisor Responsibilities

- [ ] Discuss university policies and procedures found within the University Catalog
- [ ] Help students define and develop realistic goals (short and long term)
- [ ] Match students' needs with available resources and make appropriate referrals
- [ ] Assist students with planning programs consistent with their abilities' and interests
- [ ] Educate advisees about the major and/or career field
- [ ] Keep students informed about curriculum requirements

PROTIP

Troubleshooting Guide

Add/Drop a course during Add/Drop period	Make changes through Student Administration after consult from advisor.
Add/Drop after deadline but before last day to withdraw from course	Complete the online request form found on the Registrar's homepage and schedule an appointment with your academic advisor for review.
Change majors within School of Engineering	Go to request.engr.uconn.edu after consult with academic advisor.
Declare a minor	Go to ppc.uconn.edu.
Resolve a fee bill issue	Go to the Bursar's Office in Wilbur Cross.
Request to enroll in more than 19 credits during fall/spring, more than 3 during winter, or 9 during summer	Complete the Excess Credit Authorization Form found on the Registrar's homepage and schedule an appointment with your academic advisor for review. Additional Dean level signature is required.
Add an additional degree	Schedule an appointment with your academic advisor to review plan. Complete the Additional Degree Request form found on the Registrar's homepage. Additional Dean Level signature is required.
Take a course at another college	If the course is from a CT institution view equivalencies at http://admissions.uconn.edu/apply/transfer/transfer-credit/equivalencies. If the courses is from an institution outside of CT, complete the Prior Course Approval through Student Administration, https://confluence.uconn.edu/ikb/student-administration-system/students/academics-students/requesting-prior-course-approval. Consult with your academic advisor.
Incomplete requests	Request from instructor. Meet with Dean of Students to discuss the circumstances.
Withdraw or take a leave of absence from UConn	Meet with the Dean of Students in Wilbur Cross.
Request a permission number	Contact the instructor or academic department for the course to request permission numbers.
Re-schedule bunched exams	Contact the Dean of Students Office.

Terms & Resources

Academic Planner:
A tool on Student Administration to develop a four-year plan that included major and minor requirements. For more information about the Academic Planner visit https://confluence.uconn.edu/ikb/student-administration-system/students/academics-students/using-the-academic-planner.

Add/Drop:
Occurs during the first ten days of the semester. A student can add/drop courses through their Student Administration account without academic penalty.

Academic Advisor:
A professional staff member or faculty member assigned to a student to help guide the student in their academic career at UConn. An academic advisor will discuss course options and will help the student develop a plan. The scope of the role of the Advisor is more limited than the secondary School Counselor and a major part of the Academic Advisor's role is to direct students to the appropriate resources to best address their concerns.

Center for Career Development:
A campus department charged with assisting students to create a resume, select a career choice, obtain internships and networking opportunities and much more. For more information about the Center for Career Development visit http://career.uconn.edu/.

Course Catalog:
A document that offers information about the requirements of the University and specific majors. Among other things in the catalog, information can be found about academic services, campus life, academic policies, programs of study, and course descriptions. For more information visit http://catalog.uconn.edu/.

Dean's List:
At the end of each semester the Dean of each school and college names to the Dean's List those students who (1) were registered for at least 12 credits calculable for grade points, (2) received no grade below C, including the actual letter grade awarded in any course under the Pass/Fail option, (3) earned at least 3.0 times as many grade points as the number of calculable credits recorded by the Registrar, and (4) were in at least the upper quartile of their school or college.

Dismissal:
A student who fails to meet these minimum scholastic standards for two consecutively registered semesters (Fall and Spring or Spring and Fall) is subject to dismissal. For more information, visit the University Catalog.

Terms & Resources

Enrollment Requirement (Pre-requisite or co-requisite):
A pre-requisite enrollment requirement is a course a student must take prior to taking a subsequent course. A co-requisite enrollment requirement is a course that can be taken at the same time as the affiliated course.

FERPA:
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. This law prohibits faculty/staff to speak with anyone other than the student about their academic record. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. For more information visit http://ferpa.uconn.edu/.

Incomplete:
An instructor can issue a temporary mark of an "I" if the completed work is passing and the instructor decides that, due to unusual circumstances, the student cannot complete the course assignments. Students have until the third week of the next semester to complete the coursework. After the third week, the grade will change to an "IF".

Involvement Fair:
An opportunity for students to explore what clubs and organizations are available at UConn and determine which one to participate in.

Scholastic Probation:
Scholastic probation is an identification of students whose scholastic performance is below University standards. Students are on scholastic probation for the next semester in which they are enrolled if their academic performance is below the required minimum GPA. For more information, visit the University Catalog.

Supplementary Scholastic Standards for School of Engineering Probation & Dismissal
Supplementary Scholastic Standards for Probation or Dismissal is an identification of students whose scholastic performance is below School of Engineering standards. For more information, visit the University Catalog under School of Engineering, and the information on page 4 of this guide.

Withdrawal (W) Process:
If a student wishes to withdraw from a course after the add/drop deadline, they need to meet with their academic advisor to review the request and complete the required online request form found on the Registrar's website. After the 9th week of classes, a request to withdraw from a course must include extenuating circumstances and be approved by the Undergraduate Dean.

Co-curricular Resources

Be proactive – YOU are your best advocate

Residence Life
Your Resident Assistant (RA), Residence Hall Director (RHD), or Residential Life Office can provide important support for students living on campus. If you have roommate conflicts, questions about housing, or general concerns about adjusting to campus life, contact this office.

Reslife.uconn.edu
860-486-2926
Rome Commons

Dean of Students
Formerly the Office of Student Service and Advocacy, the Dean of Students office can assist with a wide variety of issues. If you are experiencing something in your personal life that is affecting your academics and you would like to know how to proceed, this is the office to contact.

DOS.uconn.edu
860-486-3426
Wilbur Cross

Mental Health
Student Health and Wellness- Mental Health seeks to assist students with any social, emotional, and personal concerns that may interfere with effective functioning and academic performance. They assist students in crisis, but also address student concerns before they develop into more serious problems.

Counseling.uconn.edu
860-486-4705
Arjona Building

Center for Students with Disabilities
The Center for Students with Disabilities provides academic accommodations and support services to all students with disabilities. If you received accommodations in high school or have a documented disability and would like accommodations (i.e. note-taking, extended time on tests, enlarged text, etc.), contact this office.

CSD.uconn.edu
860-486-2020
Wilbur Cross

Community Standards
Community Standards manages the code of student conduct. They work to protect the rights of students by providing them with a fair and equitable process in resolving student behavioral complaints.

Community.uconn.edu
860-486-8402
Wilbur Cross

First Year Programs
First Year Programs offers an array of courses, a network for personal support, interactive online resources, and unique living/learning experiences to help new students at the University of Connecticut achieve success from the start.

FYP.uconn.edu
860-486-3378
Rowe Building

Student Health and Wellness
Student Health and Wellness provides a wide range of student services including primary health care, acute care (non-life-threatening), mental health counseling, in-patient care, laboratory, radiology, physical therapy, and pharmacy. Specialized services and programs include a women's clinic, allergy clinic, nutritional counseling, health education, a cold self-care center, HIV antibody testing, and substance abuse prevention education.

Studenthealth.uconn.edu
860-486-4700
Glenbrook Rd.

Cultural Centers
The cultural centers are open to all students and are designed to raise awareness and provide opportunities for advocacy to support diverse student populations. They have excellent events, programs, and resources. The centers are: African American Cultural Center, Asian American Cultural Center, International Center (McMahon Hall), Puerto-Rican/Latin American Cultural Center, Rainbow Center, Women's Center.

Studentunion.uconn.edu/cultural-centers/
Student Union

Academic Resources

Engineering Tutoring Center
*(*https://undergrad.engr.uconn.edu/advising/tutoring*)*
Staffed with 20 junior and senior Engineering students, academic peer tutoring is available to assist first and second year students with coursework in selected science, mathematics, and engineering disciplines. The Engineering Tutoring Center located in the Engineering II building, room 325, on a drop-in basis, during the center's published hours.

Supplemental Instruction
*(*https://achieve.uconn.edu/si/*)*
Supplemental Instruction (SI) is a program designed to improve students' academic success and increase retention. The SI program targets traditionally difficult courses and provides regularly scheduled, peer-led learning sessions.

The Academic Achievement Center *(*https://achieve.uconn.edu*)* assists students in attaining their academic and personal goals by providing a comprehensive, personalized array of programs, resources, and services which enhance skill development, effective decision-making, and personal transitions to and within the university setting.

Quantitative Learning Center (Q Center)
*(*https://qcenter.uconn.edu*)*
A resource to elevate the proficiency of students taking quantitative intensive (Q) courses across the undergraduate curriculum. We provide direct assistance to students via peer tutoring, review sessions, and the creation of innovative learning tools.

Writing Center (W Center)
*(*https://writingcenter.uconn.edu*)*
Come to the Writing Center with your assignments, ideas, questions, and drafts. Our undergraduate and graduate tutors are ready to work with you at any stage in the writing process.

The **Center for Career Development** *(*https://career.uconn.edu*)* is dedicated to excellence through offering the highest levels of service to students across all schools, colleges, campuses, and disciplines. Through partnership with employers, alumni, faculty, and staff, we connect students to quality career development resources, internships, experiential learning, and post-graduate opportunities.

Scholarship information & Application
*(*https://undergrad.engr.uconn.edu/current-students-activities-organizations/scholarships*)*
The University of Connecticut and the School of Engineering proudly offer a large number of merit-based scholarships that enhance the affordability of a superb engineering education. For details of our scholarship opportunities and awards, including previous awardees, criteria and an application form, review the options in this section.
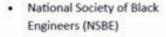
Involvement

General Engineering

- Engineering Ambassadors
- Engineers Without Borders
- Eurotech Club
- Formula SAE Association
- Steel Bridge Design Club
- Engineering World Health (EWH)
- 3D Printing Club

Major Societies

- American Society of Civil Engineers (ASCE)
- American Society of Mechanical Engineers (ASME)
- Biomedical Engineering Society (BMES)
- Society for Biological Engineering (SBE)
- Institute of Transportation Engineers (ITE)
- Management & Engineering for Manufacturing Society (MEM)

Engineering Diversity

- National Society of Black Engineers (NSBE)
- Society of Hispanic Professional Engineers (SHPE)
- Society of Women Engineers (SWE)
- Women in Math, Science & Engineering (WiMSE)

Honors/Greek Societies

- Alpha Eta Mu Beta (AEMB): National BME Honors Society
- Chi Epsilon: Civil & Environmental Honor Society
- Phi Sigma Rho Sorority
- Sigma Theta Alpha

Fall Semester 2022

Mon, Aug 29	Fall semester begins
Mon, Sep 5	Labor Day – No classes
Tue, Sep 6	Last day to file petitions for course credit by examination (Undergraduate students only)
Mon, Sep 12	Courses dropped after this date will have a "W" for withdrawal recorded on the academic record. Last day to add or drop courses without additional signatures.
Mon, Sep 19	Last day for students to make up Incomplete or Absence grades (Undergraduate students only)
Tue, Sep 20-Mon, Sep 26	Examinations for course credit by examination (Undergraduate students only)
Fri, Sep 23	Deadline to apply for graduation and to submit Final Plan of Study for conferral of a Fall 2022 degree
Tue, Sep 27	Dean's signature required to add courses
Fri, Oct 7	Mid-semester progress reports due students from faculty
Mon, Oct 24	Registration for the Winter 2023 and Spring 2023 semester via Student Administration System begins
Mon, Nov 14	Last day to withdraw from a course
	Last day to place courses on or remove from Pass/Fail grading (Undergraduate students only)
Sun, Nov 20-Sat, Nov 26	Thanksgiving Recess
Fri, Dec 9	Last day of fall semester classes
Sat, Dec 10-Sun, Dec 11	Reading Days
Mon, Dec 12	Final examinations begin
Thu, Dec 15	Reading Day
Sun, Dec 18	Final examinations end
Sun, Dec 18	Conferral date for Fall 2022 degrees
Wed, Dec 21	Semester grades due at 4 pm
Fri, Dec 30	Last day for Degree Audit in the Office of the Registrar to receive Plan B master's students approved Report on the Final Exam form. Final exam must be taken before the semester ends. (Graduate students only)