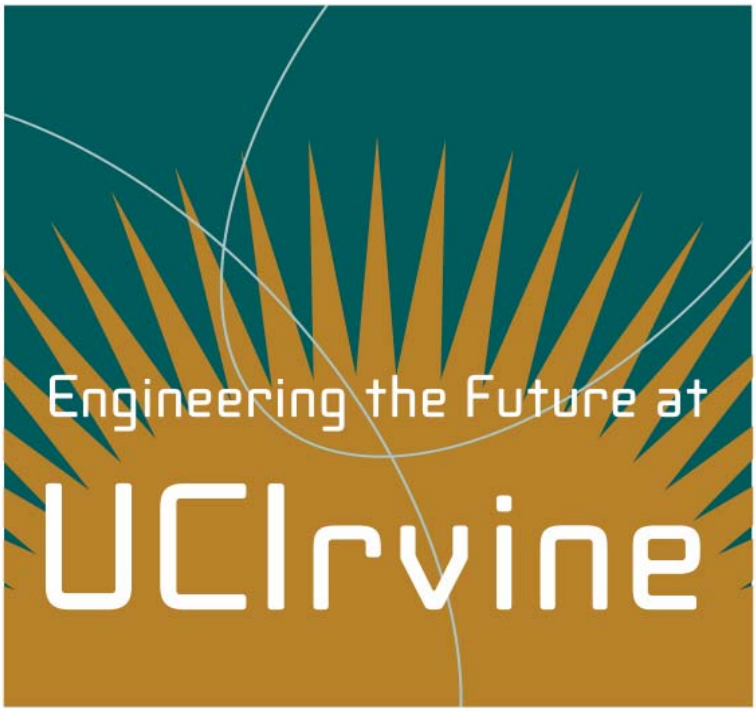


THE HENRY SAMUELI SCHOOL OF ENGINEERING

2008 – 2009 FRESHMAN STUDENT HANDBOOK

THE HENRY SAMUELI SCHOOL OF ENGINEERING UNDERGRADUATE STUDENT AFFAIRS AND COUNSELING STAFF

LOCATION:

The Engineering Undergraduate Student Affairs Office is located in the Engineering and Computing Trailer, Room 101. Building 317 on the UCI campus map.

OFFICE HOURS:

Monday – Friday: 8:30a.m. – 4:30p.m.
Closed from 12:00p.m. - 1:00p.m. for lunch

CONTACT INFORMATION

Telephone: (949) 824-4334

WEBSITE:

http://undergraduate.eng.uci.edu/

First year students should meet with their academic counselor quarterly.

✔ FRESHMAN ACADEMIC COUNSELING STAFF:

Christy King, Freshman Academic Counselor, clking@uci.edu
Laurel Bartenstein, Campuswide Honors Program (CHP), lbartens@uci.edu

✔ PEER ACADEMIC ADVISORS:

(949) 824-3735, peers@soemail.eng.uci.edu

Academic counselors are available for appointments during regular office hours. To ensure accurate progress toward degree completion, students are encouraged to meet with an academic counselor quarterly. Peer academic advisors are available during office hours for general questions.

✔ FACULTY ADVISING

Your academic department will e-mail you once per year regarding the dates of required faculty advising. Faculty advising provides guidance on research, electives, technical issues, graduate school & careers. Faculty advising is mandatory; failure to attend will result in a hold on your enrollment.

POLICIES AND PROCEDURES

PETITIONS AVAILABLE IN STUDENT AFFAIRS OFFICE

Complete petition & return to ECT 101—all petitions must be completed in advance!

Advance Contract

If you intend to enroll in a course for degree credit at a community college, an Advance Contract must be approved. Advance Contracts are used for courses articulated (pre-approved). Visit www.assist.org to determine if the intended course will likely transfer; then submit an Advance Contract.

Course Substitution Petition

Courses completed at another UC campus, Cal State campus, all out of state colleges and through EAP/IOP are not pre-approved/articulated. Therefore, the student will need to complete a Course Substitution Petition to confirm course equivalency – attach course description & course syllabus to petition form. Include copy of transcript, if course already completed.

Course Authorization

Students may find they are unable to enroll in desired courses and need authorization. Two mechanisms may be at work:

> **Prerequisite Checking:** Students must meet published prerequisites. (Note: WebReg may not recognize non-UCI coursework.) Students who met prerequisites through non-UCI coursework should complete Course Authorization request. ***Please submit form 3-7 days before your enrollment window opens.***
>
> **Enrollment Restrictions:** Some courses are routinely restricted to majors only or to certain populations such as seniors. Generally these restrictions are lifted during adjustment period. In some cases (Bio Sci 97 for BME majors) students are waived from listed prerequisites but must contact the appropriate School for authorization. Students who need to enroll in one of these courses prior to adjustment period may contact their counselor for assistance.

Prerequisite Waiver Form

Requests to take courses without prerequisites or concurrent with prerequisites require approval from the instructor of the course you wish to enter. Obtain the Prerequisite Waiver form in ECT 101, complete the justification for taking the course prior to completion of the listed prerequisites and obtain an approval signature from the instructor of the course. There is no guarantee you will be approved for a course without completion of listed prerequisites. If you enroll in an engineering course without prerequisites and do NOT submit the approved Prerequisite Waiver Form, *you may be dropped from the course.*

Exceed 20 Units

UCI policy permits students to take no more than 20 units per quarter. High-achieving students may petition to exceed 20 units per quarter. Students typically need to demonstrate a pattern of achievement with high course loads and be following a program of study approved by their academic counselor. ***Students with GPAs below 3.0 are rarely approved.***

Residence Waiver
Students must enroll in at least 36 of their final 45 units at UCI. In rare circumstances, students may be permitted to take more than 9 units at another institution – consult your counselor regarding petition.

Variation to Degree Requirements
Students may request a variation to departmental, Engineering, or UCI requirements for their major. Requests need sufficient justification and a reasonable proposal for variation.

Biomedical Engineering Minor
Students interested in Biomedical Engineering minor must have at least sophomore standing and a UCI cumulative GPA of 2.5 or higher.

Materials Science Engineering Minor
The MSE minor requires a minimum 2.5 overall UCI GPA and completion of prerequisites for required courses and electives.

NORMAL PROGRESS AND ACADEMIC PROBATION

***Normal Progress*:** Students who fail to make normal progress toward degree may be placed on academic probation or find themselves subject to disqualification. Several conditions will result in normal progress probation, including:

- Failure to complete UC Entry Level Writing Requirement before beginning of 4th quarter*****
- Failure to complete Lower Division writing by beginning of 7th quarter******
- Failure to complete 12 units in any given quarter.
- Failure to declare a major as an unaffiliated student by 90 units.
- Failure to make progress toward your declared Engineering major.

***Academic Probation (AP)*:** if GPA falls below 2.0 in any quarter, in Engineering courses, in upper-division Engineering courses, or cumulatively, student will be placed on Academic Probation and is required to fulfill probation terms the following quarter. Students who fail to meet the provisions of probation are subject to disqualification.

***Subject to Disqualification*:** if GPA falls below 1.5 in any one quarter or below 2.0 for two consecutive quarters, student is subject to disqualification. Students subject to disqualification are required to fulfill a 3-quarter contract to demonstrate consistent performance and a commitment for success in the School of Engineering. A student may decide to find a new major outside of Engineering and sign a 3-quarter exit contract. Failure to meet the terms of an academic contract may lead to immediate dismissal.

***Freshman AP Rule*:** if GPA falls below 1.5 during **either** fall or winter quarter of a student's freshman year or if student receives less than 2.0 quarterly GPA in **first 2 quarters** (fall & winter), student will need to sign an exit contract and change majors out of engineering. Statistics gathered by the School show less than 2% of freshmen at this academic level will be successful in completing an engineering degree; however, these students show great success in other areas of study. Students with extenuating circumstances may appeal to continue in the School of Engineering. Appeals are considered carefully and are the exception. Our ultimate goal is for every student to obtain a B.A. or B.S. degree. Our office is committed to working with each student to facilitate a change of major when that seems the best option.

ACADEMIC HONESTY

As members of the academic community at UCI, students have the responsibility to contribute to an environment of academic honesty and integrity. It is important for you to be aware of UCI's policy on Academic Honesty so you understand your responsibilities as a student. We recommend that you familiarize yourself with the entire policy that can be found in the Appendix of the General Catalog and online at: www.reg.uci.edu.

Some important points to remember:

- Academic dishonesty is unacceptable at UC Irvine.
- It is your responsibility to read and understand the Academic Honesty policy.
- Faculty are responsible for clearly explaining the principles of academic honesty, minimizing opportunities for misconduct, confronting students suspected of dishonesty and protecting the privacy of those students.
- Students are responsible for refraining from cheating and plagiarism, refusing to aid someone in cheating, and notifying professors of suspected misconduct.
- Academic dishonesty includes: cheating, dishonest conduct, plagiarism, and collusion.
- You may be assigned to work in groups on projects. It is important that you clarify with your professor what parts of the assignment are to be done collaboratively and what parts need to be done individually.
- Be aware that your programming classes have a way of detecting cheating. Even if you copy a small portion of someone else's program, you will be caught! Likewise, writing courses use a computer database to catch cases of plagiarism.
- Most of the time, alleged incidents of academic misconduct are handled between the faculty member and the student. However, if a student wishes to contest a faculty sanction, they can request mediation from the Associate Dean of the faculty's school or the University Ombudsman.
- As an engineer it is important to have a solid ethical base. The decisions you make impact lives. We take issues of academic misconduct seriously. All students involved in an incident will be required to meet with the Director of the Undergraduate Student Affairs office. While the instructor determines the academic consequences, the Associate Dean of Engineering can impose additional university-wide sanctions for certain acts. This documentation remains in your file and could impact your ability to change majors, apply for law school, or future employment where security clearance is required.

Academic Unit Policy Chart

	Drop Policy	Change of Grade Option	Add Policy
Arts	Ok until end of 3rd week for ALL students enrolled in Arts courses..	Ok until end of 10th week with instructor's approval.	Ok until end of 3rd week w/instructor approval except in Dance. Ok until end of 2nd week for Dance technique courses
Biological Science	No drops in Upper-Div labs after webreg adjustment period ends. Bio classes drop by end of 2nd week. Others Ok through end of 6th week	Ok until end of 6th week. Dean's approval required after 2nd week.	Ok until end of 6th week. Must have special permission. Reviewed carefully.
Engineering	Engr courses: Ok until end of 2nd week via WebReg. Dean's approval required after 2ndweek. Reviewed carefully. Non Engr: Ok until end of 6th week; Dean's approval after week 6 - Reviewed carefully.	Ok until end of 6th week w/instructor approval (P/NP option for breadth courses only).	Ok until end of 2nd week(webreg). Dean's approval required after 2nd week. Reviewed carefully.
Humanities	No drops after 2nd week for ALL students in any Humanities course.	Ok until end of 6th week, with instructor's approval.	No adds after 2nd week for ALL students in any Humanities course.
Information & Comp Sci	Ok until end of 6th week w/instructor approval. Dean's approval required after 6th week. Reviewed carefully.	Ok until end of 2nd week with instructor approval. Weeks 3-6 requires instructor & Dean's approval.	Ok until end of 6th week w/instructor's approval. Dean's approval required after 6th week. Reviewed carefully.
Physical Sciences	Ok until end of 6th week. After 6th week must have special permission. Reviewed by Associate Dean.	Ok until end of 6th week. After 6th week no changes to grade of P/NP. Some departments have earlier deadlines.	Ok until end of 6th week. After 6th week need special permission. Reviewed carefully. Some depts. have earlier deadlines.
Social Ecology	Ok until end of 6th week. After 6th week Dean's approval required – reviewed carefully.	Ok until end of 2nd week. After 2nd week Dean's approval required – reviewed carefully.	Ok until last day of class with instructor's approval.
Social Sciences	Ok until end of 6th week; some instructors have earlier dead-line. After week 6, special permission–carefully reviewed	Ok until end of 6th week, some instructors have earlier deadlines. After week 6, special permission –carefully reviewed.	Ok until end of 6th week, some instructors have earlier deadlines. After week 6, special permission –carefully reviewed.
Undergrad Education	Ok until end of 10th week w/instructor's approval	Ok until end of 10th week w/instructor's approval	Ok until end of 6th week w/instructor's approval

Note: These policies are guidelines; speak with counselor for further clarification.

Tips for Success

Enrollment Tips

Enrolling in classes using WebReg can be a tricky and confusing process. Here are some tips to help it go as smoothly as possible.

Tip 1: Enrolling in Math & Physics—you ***must*** enroll in this order:

Math lecture ➔ Math discussion ➔Physics lab ➔Physics lecture ➔Physics discussion

Tip 2: In order to enroll in Physics, you must be enrolled in or have satisfied the corresponding Math corequisite (i.e. Physics 2 requires completion of or enrollment in Math 1B/2A, Physics 7B/LB requires completion of or enrollment in Math 2B , etc.).

Tip 3: If you satisfied Math 2A and/or 2B via AP exam or community college work, you must be authorized for your Physics class. Please notify your counselor.

Tip 4: Verify that the class you are trying to add is *not* restricted in some way. Refer to the Restriction Codes list on WebSOC.

Tip 5: If there is a corresponding discussion and/or lab, you ***must*** enroll in the discussion and/or lab in order to officially add the lecture.

> **Example**: For Fall quarter 2008, Math 2A has 11 lectures (refer to WebSOC, note lectures A, B…K). Lecture A has 2 discussion sections (discussions 10 and 11). You must enroll in a corresponding discussion for the lecture you have chosen. Lecture A goes with discussions 10 and 11, etc.

Helpful Hints

- Always check the final exam schedule when registering for classes.
- Check the Engineering Undergraduate Student Affairs website frequently for curriculum changes.
- Check your campus e-mail daily—most UCI offices communicate only via e-mail.
- If you are experiencing difficulty (family, health, etc.) alert the faculty and student affairs office immediately.
- Take advantage of tutoring through LARC, CODE, academic departments, and honors societies.
- Friends can offer suggestions on professors to take but not academic advisement—each student is different and may have different academic requirements. Seek academic advice from the Engineering Undergraduate Student Affairs office ONLY.
- Update your address every time you move.

CAMPUS RESOURCES

ANTLINK
www.antlink.uci.edu

BOOKSTORE
www.book.uci.edu

CAREER CENTER
www.career.uci.edu

CENTER FOR INTERNATIONAL EDUCATION
www.cie.uci.edu

COUNSELING CENTER
www.counseling.uci.edu

CROSS-CULTURAL CENTER
www.ccc.uci.edu

DISABILITY SERVICES (DSC):
www.disability.uci.edu

ELECTRONIC EDUCATIONAL ENVIRONMENT
http://eee.uci.edu

FINANCIAL AID
www.fao.uci.edu

HEALTH EDUCATION
www.health.uci.edu

INTERNATIONAL CENTER
www.ic.uci.edu

LEARNING AND ACADEMIC RESOURCE CENTER (LARC)
www.larc.uci.edu

LIBRARIES (MAIN AND SCIENCE)
www.lib.uci.edu

NETWORK AND ACADEMIC COMPUTING SERVICES (NACS)
www.nacs.uci.edu

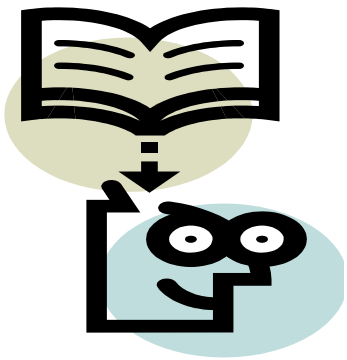
REGISTRAR'S OFFICE/STUDENT ACCESS
www.reg.uci.edu

STUDENT HEALTH CENTER
www.shs.uci.edu

TESTING OFFICE
www.testingoffice.uci.edu

Students are encouraged to take advantage of the many tutoring opportunities available on campus.

- LARC offers discussion-style tutoring and workshops.
- Many departments offer FREE tutoring—Math, Physics, and Chemistry to name a few!
- Center for Opportunities and Diversity in Engineering (CODE) offers FREE 1:1 tutoring and midterm/final review sessions! CODE can be found in ECT 124.



Summer Testing Dates 2008

Friday, July 11 -- Precedes SPOP July 12-13

Chemistry, Korean, Calculus, Vietnamese,Spanish, Physics 7A/B, Physics2/7AC(Engr), Analytical Writing

Tuesday, July 15 -- Precedes SPOP July 16-17

Chemistry, Calculus, Math Analysis, Spanish, Physics 7A/B, Physics2/7AC(Engr)

Sunday, July 20 -- Precedes SPOP July 21-22

Calculus, Chemistry, Spanish, Physics 7A/B, Physics2/7AC(Engr)

Thursday, July 24 -- Precedes SPOP July 25-26

Chemistry, Chinese, Math Analysis, Calculus, Japanese,Spanish, Physics 7A/B, Physics2/7AC(Engr)

Monday, July 28 -- Precedes SPOP July 29-30

Chemistry, Korean, Math Analysis, Calculus, Vietnamese,Spanish, Physics 7A/B, Physics2/7AC(Engr)

Friday, August 1 -- Precedes SPOP August 2-3

Chemistry, Calculus, Math Analysis, Spanish, Physics 7A/B, Physics2/7AC(Engr), Japanese

Tuesday, August 5 -- Precedes SPOP August 6-7

Chemistry, Calculus, Math Analysis, Spanish, Physics 7A/B, Physics2/7AC(Engr), Analytical Writing

Sunday, August 10 -- Precedes SPOP August 11-12

Chemistry, Calculus, Vietnamese, Korean, Physics 7A/B, Physics2/7AC(Engr)

Thursday, August 14 -- Precedes SPOP August 15-16

Chemistry, Calculus, Math Analysis, Spanish, Chinese, Physics 7A/B, Physics2/7AC(Engr)

Friday, August 22

Chemistry, Calculus, Math Analysis, Spanish, Physics 7A/B, Physics2/7AC(Engr), Academic English

Tuesday, September 23 -- UCI Welcome Week

Chemistry, Calculus, Chinese, Math Analysis, Physics 7A/B, Physics2/7AC(Engr)

Wednesday, September 24 -- UCI Welcome Week

Spanish, Korean,Japanese,Vietnamese, Analytical Writing

Registration is required for all placement tests. Complete information is available at www.testingcenter.uci.edu

NOTE: Advanced Placement (AP) test results may affect which placement tests you are required to take. Please see a counselor to verify.

ADVANCED PLACEMENT EXAMS AND PLACEMENT

AP Exam	AP Score	Units	Credit	Placement Testing
Calculus AB	3	4	Elective credit only.	Precalculus test required.
	4 or 5	4	MATH 2A	Precalculus test NOT required.
Calculus BC	3	8	MATH 2A	Precalculus test NOT required.
	4 or 5	8	MATH 2A & 2B	Precalculus test NOT required.
Chemistry	3	8	Elective credit only.	Chemistry test required.
	4 or 5	8	CHEM 1A/LA	Chemistry test NOT required.
Physics B	3, 4, or 5	8	Elective credit only.	Optional Physics test.
Physics C	3	4	Elective credit only.	Optional Physics test.
	4 or 5	4	PHYSICS 7A/LA, 2C	Physics test not needed.
Computer Science A	3	2	Elective credit only.	No test available.
	4 or 5	2	EECS 10, EECS 12, MAE 10 OR ICS 21	No test available.
Computer Science AB	3	4	ICS 21	No test available.
	4	4	EECS 10, EECS 12, MAE 10, ICS 21	No test available.
	5	4	EECS 10, EECS 12, MAE 10, ICS 21 & 22	No test available.
English Comp/Lit	3	8	Elective credit only.	Satisfies Analytical Writing requirement, no test needed.
	4 or 5 (on either)	8	1 course towards Cat IV	Satisfies Analytical Writing requirement, no test needed.
English Comp/Lit	4 or 5 (on both)	8	2 courses towards Cat IV	Satisfies Analytical Writing requirement, no test needed.

NOTES