

THE HENRY SAMUELI SCHOOL OF ENGINEERING

**2005 – 2006 CHP
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/>

FRESHMAN ACADEMIC COUNSELING STAFF:

Brad Hubbard, Freshman Academic Counselor, bhubbard@uci.edu
Christy King, Student Affairs Counselor, CSE Counselor, cking@uci.edu
Laurel Bartenstein, Campuswide Honors Program (CHP), lbartens@uci.edu

Contact Laurel via email with questions or to schedule an appointment for program updates (rather than scheduling through the front desk). Email contact will expedite your appointment.

CHP 4 year plans are due to CHP Office by Friday of 7th week in spring quarter – requires Laurel's approval signature.

PEER ACADEMIC ADVISORS:

Lindsey Morabe, Thomas Lor, John Clanton
(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 a counselor at least annually. Peer academic advisors are available for general questions.

CHP students should meet with their counselor as needed (annually at least).

POLICIES AND PROCEDURES



ON-LINE FORMS

<http://undergraduate.eng.uci.edu/> - Sign in to My Account (to access petitions)

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 course you want to take will likely transfer then submit online an Advance Contract.

Course Substitution Petition

Courses completed at another UC campus, Cal State campus, and all out of state colleges are not already articulated. Therefore, the student will need to complete a Course Substitution Petition to confirm course equivalency – attach the course description & syllabus to your petition. Due to the necessary attachments, this request may NOT be submitted online.

Course Authorization

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

Prerequisite Checking: Students must meet published prerequisites. (Note: WebReg does not recognize non-UCI coursework.) Students who met prerequisites through non-UCI coursework should complete an online Course Authorization request. *Please apply online 3-7 days before your enrollment window opens.*

Enrollment Restrictions: Engineering courses are routinely restricted to engineering majors only. Occasionally courses are restricted to specific majors or to certain populations such as seniors. Restrictions are lifted during the adjustment period. Students who need to enroll in one of these courses prior to the adjustment period may contact their counselor.

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 may remain in a course without the listed prerequisites. If you enroll in an engineering course without prerequisites and do NOT submit the approved Prerequisite Waiver Form, *you will be dropped from the course by the end of week 2.*

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 Application

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

Materials Science Engineering Minor Application

The MSE minor requires a minimum 2.5 overall UCI GPA and completion of prerequisites for required courses.



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.

* completion prior to enrollment at UCI is a requirement of CHP

Academic Probation (AP): Students who's GPA falls below 2.0 quarterly, in Engineering courses, in upper-division Engineering courses, or cumulatively, will be placed on Academic Probation and are required to fulfill a probation contract. This contract is in effect for one quarter. Students who fail to meet the provisions of a probation contract are subject to disqualification.

Subject to Disqualification: Students who's GPA falls below 1.5 in any one quarter, or below 2.0 for two consecutive quarters, are subject to disqualification. Students who are subject to disqualification will be required to fulfill a 3-quarter contract which demonstrates a commitment to remain in the School of Engineering or to find a new major outside of Engineering. Failure to meet the terms of the contract may lead to immediate dismissal.

The 1.5 Rule: Students who's GPA falls below 1.5 during fall or winter quarter their first year will be subject to disqualification from engineering. Statistics gathered by the School of Engineering have shown that of the freshman students who's GPA is less than 1.5 in either fall or winter quarter, or less than 2.0 in both fall and winter quarter—less than 2% will be successful in completing an engineering degree. Therefore, freshman students who receive less than a 2.0 quarterly GPA in both fall and winter quarter will need to sign an exit contract and change majors. Students with extenuating circumstances may appeal to continue in the School of Engineering. Our ultimate goal is for every student to obtain a B.A. or B.S. degree. The Engineering Undergraduate Student Affairs Office is committed to working with each student to facilitate a change of major when that seems to be the best option.

CHP REQUIREMENTS AND ENGINEERING CURRICULUM

Humanities Core (Humanities H1A-B-C)

CHP students complete the *Humanities Core (Humanities H1A-B-C)* in their freshman year (8 units each quarter). Due to the heavy math and science prerequisites for Engineering, some CHP students may be authorized to take Writing **39B** & Writing **39C** with an alternate category IV series instead of Humanities Core. This is an exception to the CHP curriculum and is authorized when the Humanities Core will not fit into the student's first year program of study (depends on AP credits, major, etc). When this exception to the Humanities Core is approved, you must complete both Writing **39B** & Writing **39C** for a letter grade by the end of the first year. *NOTE: There is **NOT** an option of writing 31, 30 etc for CHP students – Writing 39C must be taken when Humanities Core is not in your curriculum.*

Critical Issues in the Social Sciences (Social Sciences H1E-F-G)

This sequence is usually completed in the sophomore year. Unlike Humanities Core, Social Sciences may be split between two years (2 quarters in sophomore & one quarter in junior) to fit in with the required engineering curriculum. Students who were granted exception to the Humanities Core **MUST** complete all 3 sections of Social Sciences H1E-F-G. Students who completed Humanities Core in the freshman year and experience subsequent scheduling conflicts, may petition CHP for a variance to the Social Science sequence. These petitions are individually reviewed by the Director of the CHP.

Undergraduate Research & Honors Thesis (H199 & H196W)

The honors research and thesis are usually completed in the senior year. Students may participate earlier in research and take as many quarters as they like. However, to complete the CHP requirements a minimum of 4 units of H199 research and 4 units of H196W thesis must be completed. Most students will conduct their own original research under the supervision of a faculty mentor. By the end of junior year, you should decide which engineering professor you wish to work with on your research and thesis. Review the engineering website to familiarize yourself with the research opportunities in your department. Talk with the professors who are doing research in the areas of your interest during their office hours. Consult <http://www.honors.uci.edu/facultymentor.html> for more information on how to cultivate a faculty mentor. Once you decide which professor you will work with, come to our office (ECT 101) to obtain the course codes for the Honors sections of H199 & H196W (course codes in SOC, provided by departments or the professor, will not have the Honors designation – ***make sure to request the codes from our office within the first 2 weeks of the quarter.***)

Honors Sections

Honors sections are available in the following courses: Honors General Chemistry (Chem H2A-B-C & Labs), Honors Organic Chemistry (Chem H52A-B-C & Labs), Honors Information & Computer Science (ICS H21-22-23) and Honors Calculus (Math H2D-2E). Honors sections cover the same material as their counterparts, but cover the topics at a deeper level and offer smaller class size. *Note: AP credits do not apply to Honors courses – Chemistry AP score of 4 waives Chemistry 1A but not Chemistry H2A. Chemistry 1A is not accepted as prerequisite for H2B.*

GPA Requirements for CHP

CHP students must complete the honors core classes with a letter grade of C or better. Do not enroll in P/NP option for any honors or major courses. By the end of the freshman year a 2.8 gpa is required, a 3.0 gpa is required at the end of sophomore year, and 3.2 gpa is required to graduate from CHP. These gpa levels are the minimum standard - you will want to set a higher standard for yourself.

Scholarship Opportunities

Sage (Student Achievement Guided by Experience) offers paid internships for full-time summer or part-time academic year experience. The Sage Scholars Program is available to full-time sophomore students with a 3.0 or higher gpa. Consult www.sagescholars.uci.edu for information & application.

The Scholarship Opportunities Program (SOP) <http://www.scholars.uci.edu> is available to assist students in applying for and winning prestigious merit awards. Counseling about the application process and workshops are offered.

The Office of Financial Aid and Scholarships coordinates scholarships based on eligibility. Consult <http://www.fao.uci.edu/scholarships.php> for information.

Fastweb is an external website that matches students with scholarships. It is a huge database with local and national scholarships. <http://fastweb.monster.com/index.ptml>

Additional scholarships may become available during the year; students are notified via email when opportunities come to our attention.

Research Opportunities

The Undergraduate Research Opportunities Program (UROP) <http://www.urop.uci.edu/> assists undergraduates in finding research opportunities on-campus and at off-campus sites with industrial partners, national labs and other universities. UROP sponsors the annual Undergraduate Research Symposium in the month of May, the Summer Undergraduate Research Program (SURP) and publishes the annual UCI Undergraduate Research Journal.

Career Development

Utilize the Career Planning and Placement Center early. Bob Gomez is the Career Center counselor who works with engineering students. Create your resume now and continue to build it throughout your tenure at UCI. Research graduate or professional schools and prepare yourself to become a competitive applicant – learn what to expect in the application process. Find out about Internships, Career Fairs, Workshops, Programs & Events - gain insight and valuable experience through opportunities. Consult www.career.uci.edu for information. *Prepare now for your future.*

ACADEMIC HONESTY

As members of the UCI community, students have the responsibility to contribute to an environment of academic honesty and integrity. It is important you be aware of the policy on Academic Honesty. We recommend you read the entire policy in the Appendix of the General Catalogue and online at: www.reg.uci.edu.

Some important points to remember:

- Academic dishonesty is unacceptable.
- 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 students.
- Students are responsible to refrain from cheating and plagiarism, to refuse to aid someone in cheating, and to notify 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 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 your programming classes have a way to detect cheating. If you copy a small portion of someone else's program, you will be caught. Likewise, writing courses use a computer database to watch for cases of plagiarism.
- Alleged incidents of academic misconduct are handled between the faculty and student. However, if students wish to contest a faculty sanction, they may request mediation from the Associate Dean of the faculty's school or the University Ombudsman.
- As an engineer it is important to have integrity. The decisions you make impact lives. We take issues of academic misconduct seriously. 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 may 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 6 th week for all students enrolled in Arts courses. Reviewed carefully.	Ok until end of 10 th week with instructor's approval.	Ok until end of 6 th week w/instructor approval except in Dance. Ok until end of 2 nd week for Dance technique courses
Biological Science	Bio courses & most Bio breadth drop by end of 2 nd week. Others Ok through end of 6 th week. Dean's approval required after that.	Ok until end of 2 nd week. Dean's approval required after 2 nd week.	Ok until end of 6 th week. Must have special permission. Reviewed carefully.
Engineering	Ok until end of 2 nd week via WebReg. Dean's approval required after 2 nd week. Reviewed carefully.	Ok until end of 6 th week w/instructor approval (P/NP option for breadth courses only).	Ok until end of 2 nd week via WebReg. Dean's approval required after 2 nd week. Reviewed carefully.
Humanities	Ok until end of 6 th week. No drops after 2 nd week in any Humanities course.	Ok until end of 6 th week	Ok until end of 6 th week. No adds after 2 nd week in any Humanities course.
Information & Comp Sci	Ok until end of 2 nd week w/instructor approval. Dean's approval required after 2 nd week. Reviewed carefully.	Ok until end of 6 th week with instructor approval	Ok until end of 3 rd week w/instructor's approval. Dean's approval required after 3 rd week. Reviewed carefully.
Physical Sciences	Ok until end of 6 th week. After 6 th week must have special permission. Reviewed by Associate Dean.	Ok until end of 6 th week. After 6 th week no changes to grade of P/NP.	Same as drop policy
Social Ecology	Ok until end of 6 th week	Ok until end of 6 th week. After 6 th week no changes to grade of P/NP.	Ok until last day with instructor's approval.
Social Sciences	Ok until end of 6 th week, some instructors have earlier deadlines.	Ok until end of 6 th week, some instructors have earlier deadlines.	Ok until end of 6 th week, some instructors have earlier deadlines.
Undergrad Education	Ok until end of 10 th week w/instructor's approval	Ok until end of 10 th week w/instructor's approval	Ok until end of 10 th week w/instructor's approval

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

SCHOLARSHIP OPPORTUNITIES PROGRAM
www.scholars.uci.edu

STUDENT HEALTH CENTER
www.shs.uci.edu

TESTING OFFICE
www.testingoffice.uci.edu

CAMPUSWIDE HONORS PROGRAM
www.honors.uci.edu

UNDERGRADUATE RESEARCH OPPORTUNITIES (UROP)
www.urop.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.



Placement Testing for Summer 2005

Chemistry and Precalculus

July 8	July 28	August 26
July 14	August 4	September 20
July 22	August 11	September 21

Math Analysis

July 8	August 4	September 21
July 22		

Physics

August 4	September 20
----------	--------------

Chinese

July 22	September 20	September 21
August 11		

Korean

July 28	September 20	September 21
---------	--------------	--------------

Japanese

August 11	September 20
-----------	--------------

Vietnamese

September 21

Academic English

July 8	July 14	August 26	September 21
--------	---------	-----------	--------------

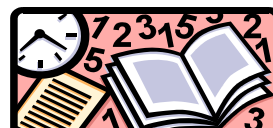
Subject A

July 8	July 14	September 20	September 21
--------	---------	--------------	--------------

All Engineering students must take the Precalculus and Subject A placement exams (unless placed out via AP scores).

All Engineering students (except Computer and CSE majors) must take the Chemistry placement exam.

Although the Physics placement exam is not required, if passed you will be exempt from first quarter Physics.



* Registration is required for all placement tests. Students may register by phone, mail, fax, in person, or on the Placement Testing Website: <http://www.testingoffice.uci.edu>

