



THE HENRY SAMUELI SCHOOL OF ENGINEERING

# **2005 – 2006 TRANSFER 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/>

## TRANSFER STUDENT ACADEMIC COUNSELING STAFF:

Robin Alward, Academic Counselor, [rcalward@uci.edu](mailto:rcalward@uci.edu)  
Meei-Juan Shyu, Academic Counselor, [mshyu@uci.edu](mailto:mshyu@uci.edu)  
Laurel Bartenstein, Academic Counselor, [lbartens@uci.edu](mailto:lbartens@uci.edu)

## PEER ACADEMIC ADVISORS:

Lindsey Morabe, Thomas Lor, John Clanton  
(949) 824-3735, [peers@soemail.eng.uci.edu](mailto: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.

**Transfer students  
should meet with  
their counselor at  
least annually.**

# 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](http://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 - attach the course description & syllabus to your petition. Due to the necessary attachments, this request may NOT be submitted online. Your counselor will facilitate a number of these petitions in the summer prior to your first quarter enrollment to confirm course equivalency and plan your initial program of study.

### **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 have met prerequisites through non-UCI coursework should complete an online Course Authorization request. For transfer students, your counselor will have authorized your enrollment in the fall quarter courses that are planned on your initial program of study. ***You need to submit Course Authorizations in subsequent quarters if prerequisites completed at non-UCI colleges – 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.

### **Prerequisite Waiver Form**

Transfer students may wish to take a course without the necessary prerequisite in order to meet their degree requirements in a timely manner. This request requires the completion of the Prerequisite Waiver Form (submit in ECT 101 – not online). 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.*

### **Residency 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 satisfy UC Entry Level Writing & lower division writing prior to entry.
- Failure to complete 12 units in any given quarter.
- Failure to make progress toward your declared Engineering major.

*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.

### **Time to Degree**

Students must complete the B.S. degree in a timely manner. For transfer students, this means within a maximum of three years. Therefore, change of major requests outside of your department will not be approved. Changes within the department will be considered (Electrical to Computer etc.).

## Transfer from Semester to Quarter System

UCI is on the quarter system - 10 weeks each, 3 quarters in an academic year. Most community colleges use the semester system. If you change from a semester to quarter system, you should try to complete series courses prior to transfer to avoid duplication. For example, if you complete the first semester of Chemistry or History on a semester system, you will need to complete 2 more quarters at UCI to fulfill the entire year series – the second quarter at UCI will repeat some of the material from the first semester. By completing entire series on one system (either semester or quarter), you can minimize this problem.

Transferable semester units are converted to quarter units by the Office of Admissions. To convert semester to quarter units, multiply the semester units by 1.5. A 3 unit semester course will convert to 4.5 units of credit on a quarter system.

A word of caution: be ready to study the first day of class (or before). It moves rapidly – you may have the first midterm in week 2 of the quarter. We recommend you not fall behind with your studies.

There is a maximum 105 units of transferable credit from community college. Units taken beyond 105 at the community college are for subject credit only.

## IGETC

UCI accepts the Intersegmental General Education Transfer Curriculum (IGETC) as an alternative to the UCI Breadth Requirement. ***Students who elect to follow IGETC must complete it in its entirety prior to enrollment.*** If you complete IGETC, you need only complete upper division writing to satisfy the breadth requirements for your degree. If you have completed IGETC, remember the following:

- > Request your community college counselor to send your IGETC Certificate of Completion to the School of Engineering Undergraduate Student Affairs Office. The certificate needs to be on file in our office no later than the end of your first quarter of enrollment.
- > IGETC must be completed **IN TOTAL** prior to your enrollment at UCI. **Providing IGETC verification is your responsibility.** If our office does not have your IGETC certificate on file, you will be held to completing the UCI Breadth Requirements to satisfy your degree.
- > In **RARE** cases of documented hardship, a student may petition their community college for partial certification of IGETC after transfer. The student must submit to Engineering Student Affairs both the approved “Petition for Partial Certification of IGETC After Transfer” and the IGETC Evaluation Form (which indicates the one missing course). The remaining course needs to be completed within one year of enrollment. Both of these IGETC forms are completed by the community college counselor and must be submitted by you to our office no later than the end of your first quarter of enrollment.

## UNIVERSITY REQUIREMENTS

The University Requirements are English (UC Entry Level Writing), American History and American Institutions. These requirements are separate from breadth courses and may still need to be satisfied even when a student has completed IGETC. Consult with your academic counselor to verify completion.

# 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](http://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

|                                   | Drop Policy   | Change of Grade Option   | Add Policy   |
|-----------------------------------|---|--|--|
| <b>Arts</b>                       | Ok until end of 6 <sup>th</sup> week for all students enrolled in Arts courses. Reviewed carefully.   | Ok until end of 10 <sup>th</sup> week with instructor's approval.                                  | Ok until end of 6 <sup>th</sup> week w/instructor approval except in Dance. Ok until end of 2 <sup>nd</sup> week for Dance technique courses |
| <b>Biological Science</b>         | Bio courses & most Bio breadth drop by end of 2 <sup>nd</sup> week. Others Ok through end of 6 <sup>th</sup> week. Dean's approval required after that. | Ok until end of 2 <sup>nd</sup> week. Dean's approval required after 2 <sup>nd</sup> week.         | Ok until end of 6 <sup>th</sup> week. Must have special permission. Reviewed carefully.  |
| <b>Engineering</b>                | Ok until end of 2 <sup>nd</sup> week via WebReg. Dean's approval required after 2 <sup>nd</sup> week. Reviewed carefully.                               | Ok until end of 6 <sup>th</sup> week w/instructor approval (P/NP option for breadth courses only). | Ok until end of 2 <sup>nd</sup> week via WebReg. Dean's approval required after 2 <sup>nd</sup> week. Reviewed carefully.                    |
| <b>Humanities</b>                 | Ok until end of 6 <sup>th</sup> week. No drops after 2 <sup>nd</sup> week in any Humanities course.   | Ok until end of 6 <sup>th</sup> week   | Ok until end of 6 <sup>th</sup> week. No adds after 2 <sup>nd</sup> week in any Humanities course.   |
| <b>Information &amp; Comp Sci</b> | Ok until end of 2 <sup>nd</sup> week w/instructor approval. Dean's approval required after 2 <sup>nd</sup> week. Reviewed carefully.                    | Ok until end of 6 <sup>th</sup> week with instructor approval                                      | Ok until end of 3 <sup>rd</sup> week w/instructor's approval. Dean's approval required after 3 <sup>rd</sup> week. Reviewed carefully.       |
| <b>Physical Sciences</b>          | Ok until end of 6 <sup>th</sup> week. After 6 <sup>th</sup> week must have special permission. Reviewed by Associate Dean.                              | Ok until end of 6 <sup>th</sup> week. After 6 <sup>th</sup> week no changes to grade of P/NP.      | Same as drop policy  |
| <b>Social Ecology</b>             | Ok until end of 6 <sup>th</sup> week  | Ok until end of 6 <sup>th</sup> week. After 6 <sup>th</sup> week no changes to grade of P/NP.      | Ok until last day with instructor's approval.  |
| <b>Social Sciences</b>            | Ok until end of 6 <sup>th</sup> week, some instructors have earlier deadlines.  | Ok until end of 6 <sup>th</sup> week, some instructors have earlier deadlines.                     | Ok until end of 6 <sup>th</sup> week, some instructors have earlier deadlines.   |
| <b>Undergrad Education</b>        | Ok until end of 10 <sup>th</sup> week w/instructor's approval   | Ok until end of 10 <sup>th</sup> week w/instructor's approval                                      | Ok until end of 10 <sup>th</sup> week w/instructor's approval  |

# CAMPUS RESOURCES

ANTLINK

[www.antlink.uci.edu](http://www.antlink.uci.edu)

BOOKSTORE

[www.book.uci.edu](http://www.book.uci.edu)

CAREER CENTER

[www.career.uci.edu](http://www.career.uci.edu)

CENTER FOR INTERNATIONAL EDUCATION

[www.cie.uci.edu](http://www.cie.uci.edu)

COUNSELING CENTER

[www.counseling.uci.edu](http://www.counseling.uci.edu)

CROSS-CULTURAL CENTER

[www.ccc.uci.edu](http://www.ccc.uci.edu)

DISABILITY SERVICES (DSC):

[www.disability.uci.edu](http://www.disability.uci.edu)

ELECTRONIC EDUCATIONAL ENVIRONMENT

<http://eee.uci.edu>

FINANCIAL AID

[www.fao.uci.edu](http://www.fao.uci.edu)

HEALTH EDUCATION

[www.health.uci.edu](http://www.health.uci.edu)

INTERNATIONAL CENTER

[www.ic.uci.edu](http://www.ic.uci.edu)

LEARNING AND ACADEMIC RESOURCE CENTER (LARC)

[www.larc.uci.edu](http://www.larc.uci.edu)

LIBRARIES (MAIN AND SCIENCE)

[www.lib.uci.edu](http://www.lib.uci.edu)

NETWORK AND ACADEMIC COMPUTING SERVICES (NACS)

[www.nacs.uci.edu](http://www.nacs.uci.edu)

REGISTRAR'S OFFICE/STUDENT ACCESS

[www.reg.uci.edu](http://www.reg.uci.edu)

STUDENT HEALTH CENTER

[www.shs.uci.edu](http://www.shs.uci.edu)

TESTING OFFICE

[www.testingoffice.uci.edu](http://www.testingoffice.uci.edu)

TRANSFER SERVICES COUNSELING PROGRAM

[www.transfercounseling.uci.edu/CurrentTransfers/index.html](http://www.transfercounseling.uci.edu/CurrentTransfers/index.html)

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.



