

THE HENRY SAMUELI SCHOOL OF ENGINEERING

2005 – 2006 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/>

FRESHMAN ACADEMIC COUNSELING STAFF:

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

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 an academic counselor quarterly. Peer academic advisors are available during office hours for general questions.

**First year students
should meet with
their academic
counselor quarterly.**

POLICIES AND PROCEDURES

ON-LINE FORMS

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

Advance Contract

In order to be guaranteed both degree and subject credit for courses subsequently taken in either a summer or regular session at another institution 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 to UCI then submit an advance contract form online. Courses completed at another UC campus are not articulated. Therefore, the student will need to complete a Course Substitution Petition for review (attach course description/syllabus to petition).

Course Authorization

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

Prerequisite Checking: Students must meet all published prerequisites. (Note: WebReg does not recognize non-UCI coursework.) Students who have met prerequisites through non-UCI coursework should complete an authorization request.

Enrollment Restrictions: Engineering routinely restricts courses to engineering majors only, but occasionally restricts courses to specific majors or to certain populations such as seniors. These restrictions are lifted during the adjustment period. Students who need to enroll in one of these courses prior to the adjustment period may request to do so with sufficient justification. Students must meet prerequisites and must list specific course codes to be authorized.

Exceed 20 Units

UCI policy permits students to take no more than 20 units per quarter. Students may petition their school to exceed 20 units. The Henry Samueli School of Engineering (herein referred to as the School) permits high-achieving students to exceed 20 units. 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 Requirement

UCI requires students take 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.

Variation to Degree Requirements

Students may request a variation to departmental, Engineering, or UCI requirements for their major. These 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 the 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 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 the School. Statistics gathered by the School have shown 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 change majors and sign an exiting contract. Students with extenuating circumstances may appeal to continue in the School. Our ultimate goal is for every student to obtain a B.A. or B.S. degree. The Henry Samueli School of Engineering Undergraduate Student Affairs Office is committed to working with students to facilitate a change of major when that seems to be 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

	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. Need Dean's approval after 2 nd week. Reviewed carefully.	Ok until end of 6 th week w/instructor approval (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

STUDENT HEALTH CENTER

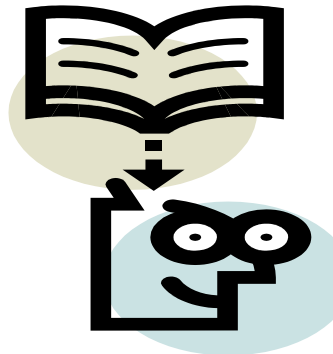
www.shs.uci.edu

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.



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
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Chinese

July 22	September 20	September 21
August 11		

Korean

July 28	September 20	September 21
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Japanese

August 11	September 20
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Vietnamese

September 21

Academic English

July 8	July 14	August 26	September 21
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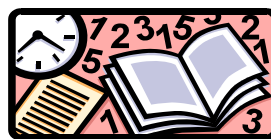
Subject A

July 8	July 14	September 20	September 21
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All Engineering students must take the Precalculus and Subject A placement exam.

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

Engineering students may take the Physics placement exam although it is not required.



* 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>

