

# *Welcome to the School of Engineering*



[Engr-advising.ucmerced.edu](http://Engr-advising.ucmerced.edu)

# Orientation Learning Outcomes

Advising Services- services; assignments; location; website; office procedures

Degree planning- introduction to MyAudit; understand policies; unit load; course sequencing/timing

Academic Success- understand study times; faculty expectations; high school vs. college

Development- be aware of School resources

Registration- How to; know errors; understand schedule of classes

# School of Engineering

Nadia  
Margison

[nmargison@ucmerced.edu](mailto:nmargison@ucmerced.edu)

Academic Advisor - Last  
Name A - E

Christina  
Mayo

[cmayo@ucmerced.edu](mailto:cmayo@ucmerced.edu)

Academic Advisor –  
Last Name F - L

Phung  
Colvin

[pcolvin@ucmerced.edu](mailto:pcolvin@ucmerced.edu)

Academic Advisor –  
Last Name M - Q

Karla Gonzalez


[kgonzalez34@ucmerced.edu](mailto:kgonzalez34@ucmerced.edu)

Academic Advisor - Last Name  
R - Z





# What's an Academic Advisor?



We clarify  
university and  
school policies

We guide and  
point you to the  
right resources

COME TO US  
ABOUT ALL  
ASPECTS OF YOUR  
BOBCAT  
EXPERIENCE!!

Prioritize the  
advice of your  
Academic Advisor  
over friends and  
classmates

# Important Links

## Engr-advising.ucmerced.edu

- Appointments and Walk-in Hours
- Policies
- Major info, flow charts, etc.
- Engineering specific forms

## Registrar.ucmerced.edu

- All university policies, procedures, deadlines
- All university forms



Don't "Google"  
it – bookmark  
these sites!

# How to Get Assistance

## STEP 1 → Do your homework

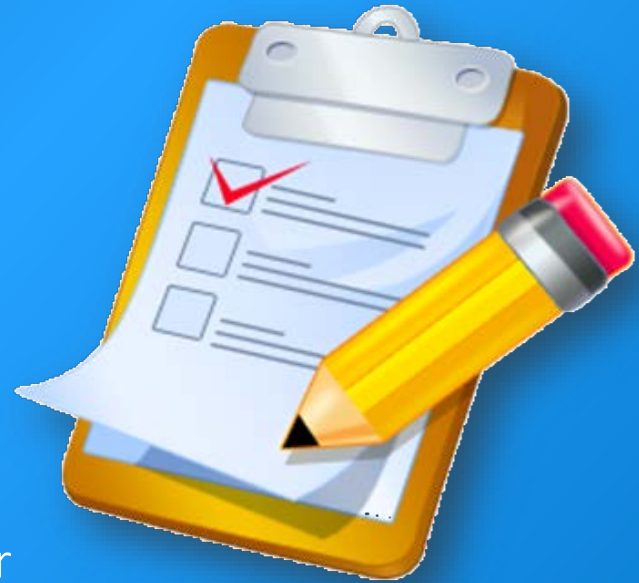
- ❖ Utilize resources
  - ❖ Engineering advising website
  - ❖ MyAudit
  - ❖ Course schedule

## STEP 2 → Personalize and Plan

- ❖ Prepare your course options
- ❖ Identify academic concerns
- ❖ Explore major/minor options
- ❖ Make decisions about the upcoming semester

## STEP 3 → Meet with an Advisor

- ❖ Items to bring: current copy of MyAudit and planning info
- ❖ Advisors help with course selection and not with creating schedules



# Communication with Engr Staff

When emailing your advisor always include the following in your message:

The screenshot shows an email client window titled "Registration Question - Message (HTML)". The interface includes a ribbon with tabs: FILE, MESSAGE, INSERT, OPTIONS, FORMAT TEXT, REVIEW, and ADOBE PDF. The MESSAGE tab is active, showing a toolbar with icons for Paste, Bold (B), Italic (I), Underline (U), text color, background color, bulleted list, numbered list, link, unlink, address book, check names, attach file, attach item, signature, follow up, high importance, low importance, zoom, and apps for office. Below the toolbar, the email fields are visible: From (rbobcat@ucmerced.edu), To (soeadvising@ucmerced.edu), Cc, Bcc, and Subject (Registration Question). The email body contains the text: "Good morning SOE advising," followed by a paragraph: "My name is Rufus Bobcat (100200300) and I am a Mechanical Engineering student. I cannot register in Phys 009 because it conflicts with WRI 010, are there any alternatives? I hope to hear from you soon, thank you." The email is signed "Sincerely, Rufus Bobcat" with contact information: "rbobcat@ucmerced.edu" and "Student ID: 100200300".

Registration Question - Message (HTML)

FILE MESSAGE INSERT OPTIONS FORMAT TEXT REVIEW ADOBE PDF

Paste B I U A A Bulleted List Numbered List Link Unlink Address Book Check Names Attach File Attach Item Signature Follow Up High Importance Low Importance Zoom Apps for Office Add-ins

Clipboard Basic Text Names Include Tags Zoom Add-ins

Send

From ▾ rbobcat@ucmerced.edu

To... soeadvising@ucmerced.edu

Cc...

Bcc...

Subject Registration Question

Good morning SOE advising,

My name is Rufus Bobcat (100200300) and I am a Mechanical Engineering student. I cannot register in Phys 009 because it conflicts with WRI 010, are there any alternatives? I hope to hear from you soon, thank you.

Sincerely,

Rufus Bobcat  
rbobcat@ucmerced.edu  
Student ID: 100200300

Make sure to email us from your official ucmerced.edu email account

Include a subject

Include your full name, student ID number, and currently declared major

Include a detailed message. If inquiring about a specific course, include course number

# Majors



Bioengineering



Computer Science and  
Engineering



Environmental Engineering



Material Science and  
Engineering



Mechanical Engineering

Change of Major within the School of Engineering can be done, as long as you have a UCM GPA of 2.0 or higher.



# Not sure what kind of engineer you want to be?

Utilize your resources:

- Talk to **faculty** during office hours
- Explore **research** opportunities
- Enroll in **Service Learning**: real world experience
- Check out the **Engineering Student Orgs**
- Visit the CCPA: <http://hire.ucmerced.edu/>
- Visit UROC: <http://uroc.ucmerced.edu/>



# Adding Courses

0 and 1<sup>st</sup> week :

- completed on-line by student
- (Aug. 24 – Aug. 30)

2<sup>nd</sup> and 3<sup>rd</sup> week:

- completed a 'Add/Drop Form' with instructor signature
- (Aug. 31 – Sept. 14)

4<sup>th</sup> week to 10<sup>th</sup> week:

- by petition only.
- Requires approval of the instructor, the Dean, the Petition Committee and a fee is assessed (after Sept. 14)



Forms available at: [registrar.ucmerced.edu/forms](https://registrar.ucmerced.edu/forms)

# Dropping Courses

0 – 3<sup>rd</sup> Week:

- ☐ Drop online without paying a fee (no “W”)
- ☐ Last day to web drop (online)  
Wednesday, September 14<sup>th</sup> @ 4pm.

4<sup>th</sup> week until the 10<sup>th</sup> week

- ☐ Use Course Withdrawal Form.
- ☐ Requires approval of the instructor and the Dean and a fee is assessed.
- ☐ Will receive “W.” (Sept. 15 - Nov. 2).



\*You MUST have **extreme** circumstances to drop a course after the 10<sup>th</sup> week of instruction (failing a course is not an extreme circumstance nor is changing your major).

Forms available at: [registrar.ucmerced.edu/forms](https://registrar.ucmerced.edu/forms)



# Repeat Policy

- Students may only repeat a course once after obtaining a D+ or lower.
- Many math and science courses have enrollment restrictions, meaning that you may not be able to repeat the course until all new eligible students have had the opportunity to enroll in that particular class.
- A student may repeat only those courses in which a grade of D, F, or Not Passed was received.
- Courses in which a grade of D or F has been earned may not be repeated on a Passed/Not Passed basis.





# Stay Connected

- ❑ Check your UC Merced email regularly
- ❑ Student Handbook available in your flash drive.
  - Includes: University info, SoE major requirements & other important academic information.
- ❑ Engineering E-Newsletter
  - Bi-weekly newsletter emailed to your UCM email
  - Informs you on upcoming events and deadlines
- ❑ Make an appointment to see your advisor:

<http://enr-advising.ucmerced.edu/see-my-advisor/appointment>

# Catalog

- You are required to complete all courses listed in the catalog for the 2016-17 Academic Year
- Courses and their requirements can and do change (pre-reqs), so make sure you communicate with your advisor regularly
- Visit the School of Engineering requirements website to find out current requirements for your major.

# Get Involved!

## Research

Undergraduate Research Opportunities Center (UROC)  
[uroc.ucmerced.edu](http://uroc.ucmerced.edu)



## Engineering Specific

Engineering Advising Website Internships and Research Opportunities  
[enr-advising.ucmerced.edu/resources/career-resources/internships-research-opportunities](http://enr-advising.ucmerced.edu/resources/career-resources/internships-research-opportunities)

Engineering Faculty Website  
<http://engineering.ucmerced.edu/faculty>

## Internships

CCPA ([hire.ucmerced.edu](http://hire.ucmerced.edu))



Washington Center (UCDC)  
<http://ucdc.ucmerced.edu>



## Co-curricular Opportunities

## Study Abroad

<http://studyabroad.ucmerced.edu>



## Professional Engineering Organizations

[enr-advising.ucmerced.edu/about/student-organizations](http://enr-advising.ucmerced.edu/about/student-organizations)



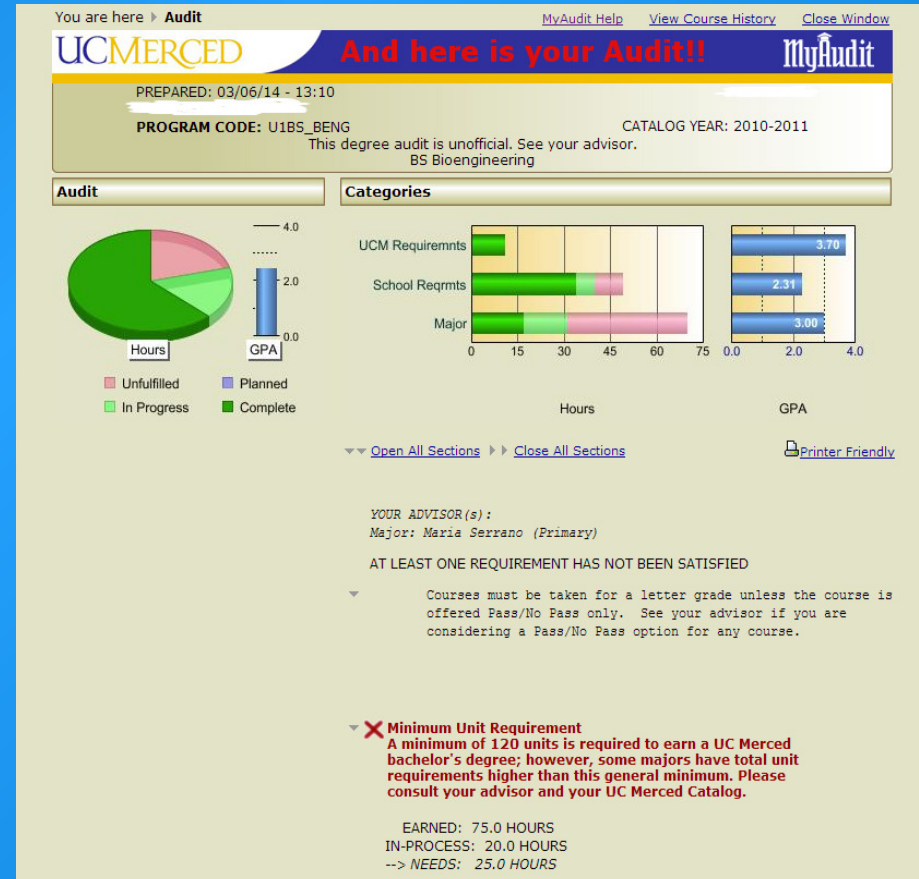
## Preparing for Health Careers (Pre-Health Advising)

- Assist in course selection
- Guidance in becoming a competitive applicant
- Info workshops every semester required before making an appointment
- Pre-Health Sample Plans available!

Sign up at <http://prehealth.ucmerced.edu>  
More info contact: [prehealth@ucmerced.edu](mailto:prehealth@ucmerced.edu)



- **List requirements to complete:**
  - major
  - minor
- **List courses:**
  - Taken
  - In progress
  - Left
- Based on **catalog year** you entered
- Student **MUST** bring a printed copy of their MyAudit when meeting with their academic advisor



<http://registrar.ucmerced.edu/myaudit>



# Orientation Learning Outcomes

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