



Howard R. Hughes College of Engineering Center for Academic Advising



Location:

Thomas T. Beam Engineering Complex
(TBE) Room A207

Phone: (702) 895-2522

Fax: (702) 895-1436

Email: Advising@egr.unlv.edu

Website: www.egr.unlv.edu/advising

Advising Center Staff:

Jeanette M. Sorensen, Director

Marissa Blas, Advisor

Barbara DiPaolo, Admin. Assistant

Karina Diestra, Peer Advisor

Janelyn Orellana, Peer Advisor

Office Hours:

Monday – Friday: 8:00 AM – 5:00 PM
(Evening appointments are available upon request)

Howard R. Hughes College of Engineering Center for Academic Advising

Commonly Used Phone Numbers

College of Engineering Departments

Name	Dept.	Office	Phone	Email
Dr. Eric Sandgren, Dean	Dean's Office	TBE-A111	895-3699	eric.sandgren@ccmail.nevada.edu
Dr. William Culbreth, Assoc. Dean	Dean's Office	TBE-A111	895-3699	culbreti@nye.nsee.edu
Dr. Eugene McGaugh, Asst. Dean for Student Affairs & Dir.	Minority Engineering Program	TBE-A207	895-1334	mccaugh@ee.unlv.edu
Jeanette Sorensen, Director	Engineering Advising Center	TBE-A207	895-2522	sorensen@egr.unlv.edu
	Engineering Writing Center	TBE-A207	895-2910	engineeringwritingcenter@ccmail.nevada.edu
Dr. Nader Ghafoori, Chair	Civil and Environ. Engineering	TBE- A218	895-3701	ghafoori@ce.unlv.edu
Dr. John Minor, Director	School of Computer Science	TBE-A214	895-3681	minor@cs.unlv.edu
Dr. David Shields, Director	Construction Management Program	TBE-B378D	895-1461	david.shields@ccmail.nevada.edu
Dr. Henry Selvaraj, Chair	Electrical and Computer Engineering	TBE-B324	895-4184	selvaraj@unlv.edu
Dr. Mohamed Trabia, Chair	Mechanical Engineering	TBE-A219	895-1331	mbt@me.unlv.edu

UNLV Academic and Student Services

Dept.	Contact	Office	Phone
Bookstore		MSU	895-3290
Campus Housing		HAB	895-3489
Career Services	Don Snyder, Engr. Rep.	SSC 301	895-3495
Cashier's/Bursar's Office		SSC 133	895-3683
Chemistry Department	Dr. Boyd Earl	CHE 117	895-3510
Computing Help Desk	(for Students)	CBC-B133B	895-0761
Counseling Services		SSC 201	895-3627
CSUN (Student Government)		MSU 302	895-3645
English Department	Stephen Brown (ENG 101/102)	FDH 611	895-1292
English Language Center	Vicki Holmes, Director	FDH 552	895-3925
Financial Aid		SSC 232	895-3424
Int'l Students & Scholars	Kristen Young, Director	SSC 311	895-0143
Disability Resource Center		SSC 137	895-0866
Mathematics Department	Dr. Dalpatadu, UG Coord.	CBC-B510	895-3914
Philosophy Department		CDC #4	895-3433
Physics Department	Dr. James Selser, Chair	BPB 209	895-3563
Registrar/Enrollment Services		FRA Bldg.	895-3371
Student Activities		MSU 111	895-3221
Student Health Center	(Medical/Clinical Services)	SHS Bldg.	895-3370
Tutoring Center		SSC 137	895-0866
Undergraduate Recruitment	Jessica Hyams	FRA Bldg.	774-UNLV
Veterans' Services		SSC, 2 nd Floor	895-3424

**Howard R. Hughes College of Engineering
Center for Academic Advising**

ADVISING TIPS!

STUDENT RESPONSIBILITIES

- ✓ Be prepared for your advising appointments – bring a pen, paper and questions
- ✓ Call us if you need to cancel your appointment
- ✓ Review the course schedule prior to your appointment so that you can have an idea of what you want to take next semester (and let us know about course time conflicts)
- ✓ Let your advisor know if you are facing the following issues:
 - Poor academic performance in any of your classes
 - Working more than 20 hours/week
 - Receiving any scholarships that have minimum academic requirements
 - Experiencing serious personal/family illness, etc.

ADVISOR RESPONSIBILITIES

- ✓ Provide students with accurate and helpful information
- ✓ Assist students in establishing and achieving their academic goals
- ✓ Assist in clarifying the catalog and academic policies
- ✓ Assist in course planning and degree completion
- ✓ Assist in form completion
- ✓ Be an advocate for the students
- ✓ Uphold student CONFIDENTIALITY (FERPA)

STUDENT SERVICES ON CAMPUS

- ✓ Engineering Advising Center
- ✓ Minority Engineering Program
- ✓ Engineering Writing Center
- ✓ Learning Enhancement Services
- ✓ Tutoring Services
- ✓ Career Services
- ✓ Counseling Center
- ✓ Financial Aid
- ✓ Student Involvement & Activities
- ✓ Student Health Center

SURVIVAL TIPS!

WHAT TO DO YOUR FIRST YEAR IN COLLEGE

- ✓ GO TO CLASS and STUDY!
- ✓ Join Engineering student groups
- ✓ Create/Join Study Groups
- ✓ Take a tour of the Lied Library
- ✓ HAVE SOME FUN!! Participate in campus activities
- ✓ Attend a UNLV athletic event (football, basketball, soccer, volleyball, baseball, softball)
- ✓ Meet and talk with at least 2 professors teaching your classes (go to their “Office Hours”)
- ✓ Check-in periodically with the Engineering Advising Center
- ✓ Make a Registration Advising Appointment in October and March
- ✓ Visit the Career Services Office
- ✓ Remember that your first priority is going to school and learning

WHAT **NOT**** TO DO YOUR FIRST YEAR IN COLLEGE**

- ✓ Skip classes repeatedly
- ✓ Be a “wallflower”
- ✓ Avoid the Engineering Advising Center
- ✓ Over-extend your schedule
- ✓ Forget to register for the next semester!

SET REALISTIC ACADEMIC GOALS

- ✓ Time management is key!
- ✓ Balance your schedule by keeping in mind time needed for classes, studying, commuting, work, and campus activities
- ✓ If you are taking 12 credits or more DO NOT work more than 20 hours per week!

STRESS MANAGEMENT

- ✓ Prioritize your time
- ✓ Associate with people you enjoy / *POSITIVE* people
- ✓ Exercise and make sure you have some “down time”
- ✓ Be assertive, learn how to say “NO” when over-committed
- ✓ Use family and friends as a support network
- ✓ When worries start to build up, talk to someone OR go to the Student Counseling Services Office

MORE SURVIVAL TIPS!

NOTE-TAKING AND IN-CLASS SKILLS

- ✓ Sit in the front of the class
- ✓ Be prepared to take notes when class begins
- ✓ Have your class notes and handouts organized in a binder and/or folder
- ✓ Copy down everything the professor writes on the board (it's usually on the test!)
- ✓ Be open-minded during class discussions
- ✓ Ask questions and participate in class discussions
- ✓ Review your class notes right after class to better retain information/make additional comments

STUDY TIPS

- ✓ Ask questions and participate in class discussions
- ✓ Set-up a study schedule or routine
- ✓ Study in a quiet, well-lit room (use earplugs if you have noisy roommates or siblings!)
- ✓ Study/work at a large table or desk
- ✓ Review class notes and textbooks and highlight important information
- ✓ Set reasonable goals for yourself
- ✓ Reward yourself for meeting goals
- ✓ Take occasional "down-time" to decompress

TEST TAKING STRATEGIES

BEFORE THE TEST:

- ✓ Participate in review sessions/study groups
- ✓ Review lecture notes, readings, and assignments
- ✓ Review in several short sessions rather than "cramming"
- ✓ Use flashcards for easier memorization

DURING THE TEST:

- ✓ Read the directions first!
- ✓ Make sure your writing is legible!
- ✓ Work on the sections that you know first
- ✓ Review all of your answers one more time once you have finished the exam

REGISTRATION ADVISING

- ✓ **NOTE:** All engineering students will have an "advising hold" placed on their registration account each semester until they meet with an advisor
- ✓ Make a Registration Advising Appointment in:
 - Mid-October for Early Spring registration
 - Mid-March for Early Summer and Fall Registration
- ✓ Read the *UNLV Registration Guide* for important policies, dates, and deadlines
- ✓ Review the *UNLV Course Listings* on the website

FREQUENTLY ASKED QUESTIONS

Why won't the On-Line Registration system let me register?

Here are the most common problems that our students encounter:

- **“Advising Hold”**: You will need to contact the Engineering Advising Center to make an advising appointment each semester and to have this hold lifted.
- **“Do not meet the Pre-requisites”**: 1) If you meet the prerequisites for this course, then you need to contact the corresponding academic department for this course to obtain a Prerequisite Evaluation/Waiver Form. If it is an Engineering course – email/visit the Engineering Advising Center and we can add you to the class. 2) If you do not meet the prerequisites, you will need the Instructor's and Department Chair's permission first before a waiver can be processed.
- **“Do not meet the Co-requisites”**: If you are signing up for a lab-based class (science, engineering, computer science), then make sure to add the lab section FIRST and then add the lecture section. If your class has other co-requisites, add those classes FIRST and then add the “problem” class last.
- **“Full class waiver/class replacement”**: This means the class you are trying to register for is full. If it is an Engineering course, come into the Advising Center to see about the availability of getting in. If it is not an Engineering course, proceed to that particular department and request a full class waiver form. If you are a Millennium scholar, or need to keep full credits, make sure you sign up for a “filler class” until you are able to switch for the class you want – then you adjust your schedule accordingly via the On-Line Registration system.

I think I am failing a class. What should I do?

First, talk to your professor about your progress. Perhaps working with a study group or a tutor will improve your grade. If “all is lost” and failure is imminent, then talk to your academic advisor about other options (such as dropping the class, taking a Modular course, etc.)

I am a Millennium Student and need to drop a class mid-semester. How can I replace those credits I just lost?

UNLV now offers (accelerated) general education “modular courses” that start around Week 8 of the semester (after Midterm exams). The Engineering Advising Center usually obtains the course list by Week 5 – so check in with us around that time.

What happens when I repeat a course I received a low grade in?

Students are strongly encouraged to repeat any grades below "C" to improve their GPA. A student may repeat any UNLV course once at UNLV and have the original grade expunged from their GPA. Courses that are initially taken at UNLV must be repeated at UNLV in order to have the initial grade expunged from the computation of the GPA. (NOTE: When a repeat course is completed more than once, only the original grade is expunged from the GPA).

What does “drop” and “total withdrawal” mean?

Students may “drop” individual courses without withdrawing from the University. In order to drop a course, you must do so using the on-line registration system. Make sure to print a confirmation receipt when dropping a course. Students who do not officially drop will be assigned an “F” grade for that class. Failure to attend class does not constitute a withdrawal or a drop. Final drop dates vary by semester courses and is located in the Registration Guide.

Total Withdrawal is the act of officially leaving the University. Students will need to conduct an exit process through the Registrar’s Office prior to being approved for total withdrawal from courses.

How many hours of "study time" are recommended in order to be successful in my major courses?

In order to earn A's and B's, a typical student must spend 2-3 times as much time out of class (studying, writing papers, doing homework and design assignments, team projects, etc.) as he/she spends in class. For example, a student taking 12 credits during a given semester spends approximately 12 hours/week in class. Therefore, it is recommended that a student spend 24-36 studying and working on various course-related materials.

I am currently a UNLV student in another College. How can I change my major to one that is within the College of Engineering?

If you have a minimum 2.5 UNLV GPA, arrange a meeting with an Advisor in the Engineering Advising Center to discuss the process for changing your major. If you have between a 2.3 and 2.5 GPA, you will need to meet with the Director of Advising for a possible exception to be admitted on probationary status.

I think I want to change my major. Where do I go for more information? You can first go to the Engineering Advising Center to discuss your options. We may then refer you to the major department that you are considering, or, if you are undecided about a major, we may ask you to take the DISCOVER Test at Career Services. If you decide on another major, then that major’s advising center will complete the necessary paperwork to have your major changed.

What is a “minor” and do I have to have one?

A minor is an approved area of study requiring fewer courses than a major requires. A minor is not required.

How can Career Services help me? Career Services is located on the third floor of the Student Services Building. Career Services Representatives can assist students in choosing and preparing for a career which best suits them. They offer services such as: the DISCOVER Test, resume and cover letter writing, mock interviews, and the Annual UNLV Career Fair. The DISCOVER Test is a *FREE* test that helps students who are undecided about their major/career. This test helps to clarify a student’s interest areas, personality, values, and goals and discusses how these factors relate to possible career paths.

What are General Education Requirements? General education requirements are outlined in “Academic Policies” section of the *UNLV Undergraduate Catalog*. This section

will list what courses count for requirements such as: social science, fine arts, humanities, multicultural, and international.

What are the International and Multicultural General Education Core requirements?

The Engineering Advising Center has compiled a list of courses that meet these requirements. Our advising staff can assist in selecting these courses so that students can meet this requirement with other General Education Core requirements and save credits toward their degree completion (AKA: “Double Dippers” – SOC 205, MUS 121, ECON 190). Click here [<http://www.unlv.edu/committees/gec>] for a complete list of approved classes.

What is *The UNLV Undergraduate Catalog* and where can I get it?

The UNLV Undergraduate Catalog is the official university publication that describes academic courses, university policies, and requirements for graduation. Catalogs may be purchased obtained at the Engineering Advising Center or online [<http://www.unlv.edu/pubs/catalogs/>]

How do I know which catalog I should follow?

You may follow the catalog of your year of enrollment in your baccalaureate-level program or your year of graduation. If you changed your major, you may choose the catalog of your latest change of major or the catalog of your year of graduation. Whichever catalog is used, it cannot be more than 10 years old at the time of graduation.

I would like to take some courses at a community college or another university. Will they transfer back to UNLV?

There are a variety of both general education core requirements, as well as math and science requirements that may be earned at another institution. It is important to contact an advisor in the College of Engineering Advising Center (702-895-2522) PRIOR to taking the course to determine if these courses will be transferable and degree applicable.

Do transfer courses from CCSN and other institutions affect my overall GPA at UNLV?

No, your overall UNLV GPA is calculated based on UNLV grades only. However, transfer credits with a grade of “C-“ or lower may not be transferable into the Engineering College.

What is the overall GPA required to graduate from the College of Engineering?

Students must have a minimum 2.0 GPA in order to graduate with a degree in Engineering. Particular grade requirements are also required for individual courses within different majors in the College of Engineering. For example, all Engineering students must earn C's or above in all courses that are pre-major courses and/or prerequisite to another course. See an advisor in the Engineering Advising Center for additional information.