

# College of Engineering Advising Guide 2020-2021

## **1. Pre-Engineering**

Pre-Engineering major students are a part of the College of Engineering.

- Academic advising with an engineering advisor
- Notification of all engineering events/opportunities
- Access to the 100 and 200 lvl engineering courses for which you meet prereqs (all engineering 300 lvl and above are major restricted, ME 213 preference given to declared students)

Pre-Engineering majors need to be declared before they can take the 300 level and above engineering courses. Declaring the intended Engineering Major requires the successful completion of the following or equivalents:

- Eng 100
- Math 241 and 242
- Chem 161/161L and Chem 162 (or Chem 171/171L)
- Phys 170/170L
- overall GPA of 3.0 at UHM

AFTER successful completion of the above requirements, students can declare by filling out a transfer request form through the Student Academic Services Office by emailing [enqr@eng.hawaii.edu](mailto:enqr@eng.hawaii.edu) or [jillkoba@hawaii.edu](mailto:jillkoba@hawaii.edu). (When campus reopens students would be able to stop by the office in Holmes Hall 250.)

## **2. Academics**

### **Academic Calendar - Important University-wide Dates and Deadlines**

<https://manoa.hawaii.edu/registrar/academic-calendar/>

### **Grading Policy**

All courses that fulfill degree requirements (including all general education and engineering requirements) need to be taken as A-F grading.

The only exception to this is that the College of Engineering recognizes CR grades earned during the Spring 2020 semester as fulfilling degree requirements due to mid-semester disruption of courses because of the COVID-19 pandemic.

### **Academic Progress (Good Standing/Probation/Suspension/Dismissal)**

Undergraduate engineering students are subject to the policies of academic probation, suspension, and dismissal of UH Mānoa as specified in the Catalog.

<https://manoa.hawaii.edu/catalog/undergrad/>

In addition to UH Mānoa requirements, engineering students are required to maintain the 2.0 or higher in both the cumulative GPA and major GPA for Good Standing. If either the cumulative or major GPA falls below a 2.0, the student will be placed on academic probation. While on probation, the student must then maintain a semester GPA of 2.0 or higher for each probationary semester to continue. Failure to meet any of the above conditions may result in suspension or dismissal. Engineering undergraduates may also be suspended when they fail to achieve a cumulative GPA of at least 1.7 after attempting 24 credit hours.

Suspended students may not take courses for one semester at UH Mānoa and must reapply for admission through the UH Mānoa Admissions (fill out the transfer application) within specified deadlines for the semester of return. Students who do not take courses after being suspended for the required one semester are eligible to be readmitted to the College of Engineering. Suspended students who attend another institution (including other UH system campuses) will be considered “transfer” students when reapplying to UH Mānoa and must meet the transfer requirements of the College of Engineering.

Dismissed students will not be able to take any courses at UH Mānoa for one year and will need to reapply to return. After being dismissed, the student is encouraged to take courses at the community colleges to show a history of academic success before reapplying to UH Mānoa. Usually the student is not reaccepted to engineering but may appeal for readmission to an engineering major through the College of Engineering.

### **3. Mandatory Advising**

Advising is mandatory each semester for all current UHM engineering students.

**Advising starts: March 8**

**Holds placed: April 8** (complete advising to avoid or to have hold removed)

Registration timetable: <https://www.hawaii.edu/myuhinfo/uh-manoa/>

Registration times begin April 12 and your exact start time/date will be shown in STAR GPS.

**Class availability viewable on March 23:** <https://www.hawaii.edu/myuhinfo/class-availability/>

*If a student does NOT complete advising by the start of registration a HOLD will be placed preventing registration of courses.*

## Steps to Complete Mandatory Advising

### Continuing in your Current Engineering Major

1. Login to the CoE Advising Website: <https://apply.eng.hawaii.edu/advising/>
2. Click on Edit current advising form to generate a new form for the Fall 2021 semester.
3. Fill out the advising form with your current courses. And fill out the courses you think you may take next semester and list their prereqs.
4. If needed: Select track (depending on major and class standing), select graduation date (if ready to grad within next two semesters), enter discrepancies you see in your record.
5. Hit submit to save your form.
6. Discuss/Meet with your assigned advisor and have them approve your form to complete advising.

### Changing to another Engineering Major

1. Login to the CoE Advising Website: <https://apply.eng.hawaii.edu/advising/>
2. Click on Edit current advising form to generate a new form for the Fall 2021 semester.
3. Fill out the advising form with your current courses. And fill out the courses you think you may take next semester and list their prereqs.
4. Hit submit to save your form.
5. Discuss/Meet with Jill Nakatsu, Director of Academic Affairs, to change your major and go over your new curriculum/course schedule. Appointment: <https://uhcoe.jill.youcanbook.me/>

### Changing to another Major Outside of Engineering

1. Find the contact for your new major's advising office at the following website. <https://manoa.hawaii.edu/undergrad/advising/>
2. Meet an advisor from your new major to fill out that college's major change form and talk about which courses you should be taking next.
3. Email Jill Nakatsu at [jillkoba@hawaii.edu](mailto:jillkoba@hawaii.edu) after you have met or scheduled your meeting with your new major advisor.
4. If you would like to discuss staying in engineering or changing to another engineering major then feel free to schedule an appointment with Jill Nakatsu, Director of Academic Affairs. Appointment: <https://uhcoe.jill.youcanbook.me/>

## Who is my Advisor?

Your Faculty Advisor's name and email address are provided on the CoE Advising Website once you've logged in.

- They may post instructions there about how to set up an advising meeting.
- Otherwise, you can email them about how to set up an advising meeting.

### Things to discuss with your faculty advisor:

- Your current courses and next semester's courses
- Prerequisites and Fall/Spring only courses
- Discrepancies on your records (list them in discrepancies box on advising form)
- Design project courses
- Declaring a track (only Civil Engineering and Electrical Engineering)
- Career and Research interests/questions

### Curriculum Check Sheets (How to plan your next courses)

- View your check sheet for the four year plans that include all requirements to graduate. Most of these courses are laid out in prerequisite order on the check sheet.
  - Declared Engineering students see your check sheet on the CoE advising website.
  - Pre-Engineering students please see the check sheets for all of the different curriculum at the link below. View the one you are interested in pursuing.  
<https://www.eng.hawaii.edu/students/current-students/curriculum/#checksheets>
- Check the prereqs.
  - Course prerequisites are listed in the course descriptions available in the UHM Catalog. You can look them up on the catalog website.  
<https://manoa.hawaii.edu/catalog/courses-overview/>

### Tracks and Concentrations

Civil Engineering and Electrical Engineering have tracks and/or concentrations that you will need to decide on just before or during your junior year. You can declare your track on the mandatory advising form on the CoE advising website. Track requirements and explanation are written on the curriculum check sheets.

### Design Project Requirements

Civil Engineering (CE) and Construction Engineering (CNST)	
If you have questions about senior design (CEE 489B/C and 490) please talk with your CEE faculty advisor.	<b>Prereq for CEE 489B/C:</b> CEE 305 and senior standing <b>Prereq for CEE 490:</b> CEE 489B

Computer Engineering (CENG) and Electrical Engineering (EE)
You are required to do sophomore (296), junior (396), and senior level design(496). The CRN for all x96 courses are <u>not</u> listed in STAR. You will need to contact the project faculty directly

to discuss signing up for x96. Talk to your faculty advisor about finding an x96 project to join.	
Sophomore design course x296 can be taken as EE or ENGR.	Usually taken in sophomore year
<p>Junior design x396 can be taken as EE or ENGR.</p> <p><b>Be sure that you set the appropriate number of credits in STAR GPS when you register for 396.</b> In STAR GPS 396 defaults to a minimum of 1cr. You will need at least 2cr for 396 for graduation. Please discuss with your 396 instructor about the amount of credits to take based on the number of semesters you will be involved in the project.</p>	<p><b>Prereq:</b> C or better in EE or ENGR 296</p> <p>Usually taken in junior year</p>
<p>Senior design will be EE 496.</p> <p><b>Be sure that you set the appropriate number of credits in STAR GPS when you register for 496.</b> In STAR GPS EE 496 defaults to a minimum of 2cr. You will need at least 3cr for EE 496 for graduation. Please discuss with your 496 faculty about the amount of credits to take based on the number of semesters you will be involved in the project.</p>	<p><b>Prereq:</b> C or better in EE or ENGR 396</p> <p>Should be taken in senior year as capstone</p>

<b>Mechanical Engineering (ME) and Engineering Science (ENGS)</b>	
<p>Please talk to you ME faculty advisor about the process of registering for senior design (ME 481). The head faculty of the senior design will also email seniors about the process of signing up for ME 481.</p>	<p><b>Prereq for ME 481:</b> ME 322, ME 341, ME 372, and ME 375 passed</p> <p><b>Prereq for ME 482:</b> ME 481</p>

## UHM General Education Requirements for Engineering Students

### A. Foundation Requirements

Foundation Written Communication (FW) 3cr	Eng 100 (ESL 100 or Eng 190)
Foundation Quantitative Reasoning (FQ) 3cr	Math 241 or Math 251A
Foundation Global Multicultural Perspectives (FGA, FGB, FGC) 6cr	FG courses are split into 3 groups A, B, C Students will need 2 courses from separate groups (cannot do 2 within same group) <a href="https://manoa.hawaii.edu/catalog/undergrad/undergrad-requirements/">https://manoa.hawaii.edu/catalog/undergrad/undergrad-requirements/</a>

### B. Diversification Requirements

Social Sciences (DS) : (6 credits total usually taken as two 3 credit courses)	One of Econ 120, 130, or 131 (DS) This is an engineering specific requirement	Your choice of any DS (non-Econ) Good to double dip with HAP.
Arts, Humanities, and Literature (DA, DH, DL) : (6 credits total usually taken as two 3 credit courses)	Comg 251 (DA) This is an engineering specific requirement	Your choice of any DH or DL Good to double dip with HAP.
Natural Sciences (DB, DP, DY) :	All of these requirements are covered by all Engineering programs. You do not need to find any on your own. Civil and Construction require a BSE and SE requirement which can <b>only</b> be fulfilled by course options listed on their check sheets.	

### C. Focus Requirements

Hawaiian, Asian, Pacific Issues (H or HAP): 1 course

All engineering students must do an H focus course of their choice. Some popular options include:

- Hwst 107 (HAP, DH)
- Pacs 108 (HAP, DS)
- Ling 150B (HAP, DS)
- LING 150C (HAP, DS, WI)

You can search for other HAP courses in STAR GPS by Adding a Personal Choice and expanding the search menu (Show more filters/options) and selecting the HAP check box that appears.

Contemporary Ethical Issues (E or ETH): 1 course, 300 or 400 lvl

All engineering students have an E focus course already required in their curriculum and will fulfill this requirement as they complete engineering courses needed for the degree.

Oral Communication (O or OC): 1 course, 300 or 400 lvl

All engineering students have an E focus course already required in their curriculum and will fulfill this requirement as they complete engineering courses needed for the degree.

Writing Intensive (W or WI): 5 courses, at least 2 at 300 or 400 lvl

Civil Engineering (CE) :	All 5 WI courses built into upper division curriculum	CEE 320, 330, 355, 370L, 375 (**subject to approval by UHM)
Construction Engineering (CNST) :	4 WI courses built into upper division curriculum*	CEE 320, 355, 370L, 375 (**subject to approval by UHM)
Computer Engineering (CENG) :	All 5 WI courses built into upper division curriculum	EE 361L, 367L, 468, 496 and ICS 314 (**subject to approval by UHM)
Electrical Engineering (EE) :	2 WI courses built into upper division curriculum*	EE major track lab (EE 343L or EE 326L depending on track) and EE 496 (**subject to approval by UHM)
Mechanical Engineering (ME) :	All 5 WI courses built into upper division curriculum	ME 322, 341, 375, 422, 481 (**subject to approval by UHM)
Engineering Science (ENGS) :	3 WI courses built into upper division curriculum*	ME 322, 375, 481 (**subject to approval by UHM)

\* Students are encouraged to take a lower division WI of their choice (can double dip with the DS or DH/DL) or may opt to take some engineering technical electives that are WI. Talk to your advisor.

\*\* WI designation requires approval through the UHM general education office so please double check that the section you register for is listed as WI in the class availability or on your STAR transcript.

You can search for other WI courses in STAR GPS by Adding a Personal Choice and expanding the search menu (Show more filters/options) and selecting the WI check box that appears.

**D. Hawaiian Language or Second Language (HSL) waived for all engineering students.**

## **4. Registration**

**Class availability** <https://www.hawaii.edu/myuhinfo/class-availability/>

### **Pre-Requisites**

Course prerequisites are listed in the course descriptions available in the UHM Catalog.

<https://manoa.hawaii.edu/catalog/courses-overview/>

### **Overrides**

1. If you are encountering a prerequisite error and actually do not meet the prerequisite, you will not be able to take that course until you do.
2. If you are encountering a prerequisite error but think you do have the correct prerequisites
  - a. Contact the instructor of the course or the Dept Office/Chair of the course to ask about overrides.
  - b. If you cannot reach the dept you can contact the CoE Student Academic Services Office at [engr@eng.hawaii.edu](mailto:engr@eng.hawaii.edu) or [jillkoba@hawaii.edu](mailto:jillkoba@hawaii.edu)
3. **Biol 171 override** - Engineering students planning to take Biol 171 at UH Manoa need to ask for an override to take Biol 171 without the 171L. Please use the following form to request Biol 171 override. <https://manoa.hawaii.edu/biology/override>
4. **Time Conflict and Credit Overload overrides**. Please contact the CoE Student Academic Services Office at [engr@eng.hawaii.edu](mailto:engr@eng.hawaii.edu) or [jillkoba@hawaii.edu](mailto:jillkoba@hawaii.edu)

**VA forms and Financial Aid forms that require Academic Advisor signature**  
email Jill Nakatsu at [jillkoba@hawaii.edu](mailto:jillkoba@hawaii.edu).

### **Veterans/GI Bill**

Information on starting your Benefits and Certification can be found on the UHM VA office's website.

<https://manoa.hawaii.edu/registrar/veteran-benefits/>

1. Each semester after you have officially registered (waitlisted does not count) for your courses, you will need to fill out your VA enrollment certification form (available at the above website).
2. Then you will need an engineering Academic Advisor in the CoE Student Academic Services Office to sign it for you. You can email your form to Jill Nakatsu at [jillkoba@hawaii.edu](mailto:jillkoba@hawaii.edu) for signature.
3. Then you will submit your signed enrollment form to the UHM VA office at [uhmva@hawaii.edu](mailto:uhmva@hawaii.edu).



UHM also has a Office of Veterans Student Services (OVSS) that offers support services for veterans and military connected students. <https://manoa.hawaii.edu/veterans/>

### **Financial Aid**

Please see the financial aid office website. They also have front desk hours through Zoom. <https://www.hawaii.edu/fas/>

## **5. Graduation (for students ready to graduate in the next semester)**

- Please mark on your mandatory advising form with the semester that you intend to graduate. This lets me know to review your record for graduation.
  - To graduate you will need to file paperwork through the CoE Student Academic Services Office. You will meet with Jill Nakatsu to do a Graduation Check appointment and go over/submit your graduation application form.
  - **Deadline** by the 3rd week of semester that you will graduate (Jan for Spring/Summer grads and Sept for Fall grads).
  - Forms will be emailed to all seniors with graduation check info at the end of this semester (w/ reminders through the break and start of the next semester).
1. Check your STAR Academic Essentials page.
    - a. After you register for your final semester, if there are any red (missing requirements), we will need to clear that up before you can graduate. Meet with me ASAP.
    - b. If everything says tentatively complete or completed then you should be clear to graduate.
  2. Set up a Zoom appointment with me to go over your graduation check by the **deadline**.
    - a. Appointments: [https://uhcoe\\_jill.youcanbook.me/](https://uhcoe_jill.youcanbook.me/)
  3. Fill out the Application for Degree form provided in grad check email (see above).
    - a. Be sure to write your name clearly in the box with correct capitalization and spelling. The Registrar will check that your name matches what they have on record so do not add any nicknames.
    - b. Please be sure to fill out the bottom portion of the form with an address that you know you can receive diploma in the mail at around 10 weeks after graduation.
  4. Email me your form to me before your grad check appointment.

**Usually I start graduation check appointments after this semester's grades are rolled that way we know for sure which courses you will be taking in your final semester. (But if there are red missing items in STAR after you finish registering for your final semester let me know ASAP.)**