College of Engineering Advising Guide
2021-2022

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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 (or Math 251A and Math 252A)
- 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
engr@eng.hawaii.edu or jillkoba@hawaii.edu or stopping by the office in Holmes Hall 250.
2. Academic Policies

Academic Calendar - Important University-wide Dates and Deadlines
https://manoa.hawaii.edu/registrar/academic-calendar/

Grading Policy (Very Important)
All courses that fulfill degree requirements (including all general education requirements and engineering requirements) need to be taken as A-F grading. Anything courses or requirements that show up on your curriculum check sheet need to be taken for A-F letter grade.

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.

Students on probation 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. Registration Holds placed if advising is not completed by deadline.

Mandatory Advising Season:
Oct/Nov during Fall and Mar/Apr during Spring
(see website for exact dates https://www.eng.hawaii.edu/students/current-students/mandatory-advising/)

Holds placed:
End of Mandatory Advising Season
(see website for exact dates https://www.eng.hawaii.edu/students/current-students/mandatory-advising/)

Registration timetable: https://www.hawaii.edu/myuhinfo/uh-manoa/
Your exact registration start time/date will be shown in STAR GPS.

Class availability: https://www.hawaii.edu/myuhinfo/class-availability/
Class availability shows all classes being offered at each UH system campus. Also includes class information like seat availability, dates/times, location, instructor, general education designation (like FG, WI, HAP, etc), and CRN.

Steps to Complete Mandatory Advising

<table>
<thead>
<tr>
<th>Continuing Engineering Student</th>
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</thead>
<tbody>
<tr>
<td>1. Login to the CoE Advising Website: <a href="https://apply.eng.hawaii.edu/advising/">https://apply.eng.hawaii.edu/advising/</a></td>
</tr>
<tr>
<td>2. Click on Edit current advising form to generate a new form for the Fall 2021 semester.</td>
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<tr>
<td>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.</td>
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<tr>
<td>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.</td>
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<tr>
<td>5. Hit submit to save your form.</td>
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<tr>
<td>6. Discuss/Meet with your assigned advisor and have them approve your form to complete advising.</td>
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<tr>
<th>Changing majors within Engineering (ex. current CE major changing to ME major)</th>
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</table>
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://uhcoejill.youcanbook.me/

<table>
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<th>Changing to major Outside of Engineering</th>
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| 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 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://uhcoejill.youcanbook.me/ |

Who is my Advisor?
Your Faculty Advisor’s name and email address are provided on the CoE Advising Website.
- 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.

What do I discuss during advising with my advisor?
- Your current courses and next semester’s courses
- Prerequisites and Fall/Spring only courses
- Discrepancies on your records (list them in discrepancies box)
- Design Project courses
- Declaring a track or concentration
  - Civil Engineering tracks – General, Structures, Sustainability
  - Electrical Engineering tracks – Electro-Physics, Systems & Data Science
  - Electrical Engineering optional concentration in Biomedical or Energy
  - Mechanical Engineering optional concentration in Aerospace
- Career and Research interests/questions

How do I plan my next classes?
1. **View your major curriculum check sheet.** The check sheets include all requirements to graduate and notes about your curriculum tracks and engineering elective options. The course requirements are laid out as a four year plan starting from calculus I (Math 241) in prerequisite order on the check sheet.
   a. Declared Engineering students see your personal check sheet on the CoE advising website.
b. 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

2. **View your transcript in STAR** and mark the boxes of all the courses you have completed or in-progress on your check sheet to help you determine which courses are next on your check sheet.

3. **Check the Prerequisites for the courses you identified as next courses to take.**
   a. 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/](https://manoa.hawaii.edu/catalog/courses-overview/)
   b. If you do not meet the prereq requirement to take the course, you should be taking the prereq requirement course instead.
   c. Pay attention to prereq minimum grades requirements, if you get a C- or lower in a prereq that requires a C or better you will need to retake that course.

4. **Add up the credits for your next courses and determine the amount of credits you want to take next semester.**
   a. 12 credits is the minimum for full time status.
   b. 19 credits is the maximum you can take in a semester.
   c. Talk to your advisor about balancing credit load. And which courses are recommended to stay on track if you need to take fewer courses.

**Tracks and Concentrations**
- **Civil Engineering** and **Electrical Engineering** have tracks that you will need to decide on before or during your junior year.
- **Electrical Engineering** has optional concentrations in **Biomedical** and **Energy** that you will need to decide on during or before junior year.
- **Mechanical Engineering** has an optional concentration in **Aerospace** that you will need to decide on at the start or before sophomore year.

You can declare your track and/or concentration on the mandatory advising form on the CoE advising website. Track and Concentration requirements are written on the curriculum check sheets. Choosing a track and/or concentration should be discussed with your faculty advisor.

**Design Project Requirements**

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


### 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 not 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.

<table>
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<tr>
<th>Sophomore design course x296 can be taken as EE or ENGR.</th>
<th>Usually taken in sophomore year</th>
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| Junior design x396 can be taken as EE or ENGR. **Be sure that you set the appropriate number of credits in STAR GPS when you register for 396.** 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. | Prereq: C or better in EE or ENGR 296 Usually taken in junior year |

| Senior design will be EE 496. **Be sure that you set the appropriate number of credits in STAR GPS when you register for 496.** 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. | Prereq: C or better in EE or ENGR 396 Should be taken in senior year as capstone |

### Mechanical Engineering (ME)

Please talk to your ME faculty advisor about the process of registering for senior design (ME 481 and 482). The head faculty of the senior design will also email seniors about the process of signing up for ME 481 and 482.

| Prereq for ME 481: ME 322, ME 341, ME 372, and ME 375 passed Prereq for ME 482: ME 481 passed |

### Mechanical Engineering (ME) w/ Aerospace Concentration

ME/EPET 400 and ME/EPET 401 are spring and fall only, respectively.

| Prereq for ME/EPET 400: ME/EPET 301 Prereq for ME/EPET 401: ME/EPET 400 |
4. UHM General Education Requirements for Engineering Students

A. Foundation Requirements

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Requirement Type</th>
<th>Course</th>
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<tbody>
<tr>
<td>Foundation Written Communication (FW) 3cr</td>
<td>Eng 100 (ESL 100 or Eng 190)</td>
<td></td>
</tr>
<tr>
<td>Foundation Quantitative Reasoning (FQ) 3cr</td>
<td>Math 241 or Math 251A</td>
<td></td>
</tr>
<tr>
<td>Foundation Global Multicultural Perspectives (FGA, FGB, FGC) 6cr</td>
<td>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></td>
<td></td>
</tr>
</tbody>
</table>

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 also 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 also 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 only 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 and Oral Communication (**O or OC**) : 1 course, 300 or 400 lvl

<table>
<thead>
<tr>
<th>Major Program</th>
<th>E or ETH focus</th>
<th>O or OC focus</th>
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<tbody>
<tr>
<td>Civil Engineering (CE) :</td>
<td>CEE 489C (<strong>subject to approval by UHM</strong>)</td>
<td>CEE 490 (<strong>subject to approval by UHM</strong>)</td>
</tr>
<tr>
<td>Construction Engineering (CNST) :</td>
<td>CEE 489C (<strong>subject to approval by UHM</strong>)</td>
<td>CEE 490 (<strong>subject to approval by UHM</strong>)</td>
</tr>
<tr>
<td>Computer Engineering (CENG) :</td>
<td>EE 495 (<strong>subject to approval by UHM</strong>)</td>
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<tr>
<td>Electrical Engineering (EE) :</td>
<td>EE 495 (<strong>subject to approval by UHM</strong>)</td>
<td>EE 496 (<strong>subject to approval by UHM</strong>)</td>
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<tr>
<td>Mechanical Engineering (ME) :</td>
<td>ME 481 (<strong>subject to approval by UHM</strong>)</td>
<td>ME 482 (<strong>subject to approval by UHM</strong>)</td>
</tr>
<tr>
<td>Mechanical Engineering (ME) w/ Aerospace :</td>
<td>none</td>
<td>none</td>
</tr>
<tr>
<td>Engineering Science (ENGS) :</td>
<td>ME 481 (<strong>subject to approval by UHM</strong>)</td>
<td>ME 482 (<strong>subject to approval by UHM</strong>)</td>
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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**) |
| Mechanical Engineering (ME) w/ Aerospace : | 2 WI courses built into upper division curriculum* | ME 322, 375 (**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.
5. Registration

Class availability https://www.hawaii.edu/myuhinfo/class-availability/
Class availability shows all classes being offered at each UH system campus. Also includes class information like seat availability, dates/times, location, instructor, general education designation (like FG, WI, HAP, etc), and CRN.

Pre-Requisites
Course prerequisites are listed in the course descriptions available in the UHM Catalog. https://manoa.hawaii.edu/catalog/courses-overview/

Overrides
- 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.
- If you are encountering a prerequisite error but think you do have the correct prerequisites
  - Contact the instructor of the course or the Dept Office/Chair of the course to ask about overrides.
  - If you cannot reach the dept you can contact the CoE Student Academic Services Office at engr@eng.hawaii.edu or Director of Academic Affairs jillkoba@hawaii.edu

- **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

- **Time Conflict and Credit Overload overrides**. Please contact the CoE Student Academic Services Office at engr@eng.hawaii.edu or jillkoba@hawaii.edu
6. Financial Aid and Veterans Affairs Benefits

Veterans Affairs (VA) forms and Financial Aid forms/approvals that require Academic Advisor signature email Jill Nakatsu at jillkoba@hawaii.edu.

Both the VA and Financial Aid will only pay for courses that are required for your degree program. Once you reach full time status (12 credits of courses that count towards your degree registered at UHM) any other UHM courses that you take beyond those 12 credits are free and will not affect VA or Financial Aid.

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

Any Financial Aid forms that require an Academic Advisor signature or approval should be directed the CoE Student Academic Services Office to sign it for you. You can email your form to Director of Academic Affairs Jill Nakatsu at jillkoba@hawaii.edu for signature.

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. VA enrollment certification forms require an Academic Advisor signature and should be directed to the CoE Student Academic Services Office. You can email your form to Director of Academic Affairs Jill Nakatsu at jillkoba@hawaii.edu for signature.

3. Then you will submit your signed enrollment form to the UHM VA office at 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/
7. Graduation (for students ready to graduate next semester)

Please mark the semester that you intend to graduate on your mandatory advising form. All students intending to graduate need to file forms and complete the college’s graduation check procedure.

When can I start filing to graduate? Is there a deadline to file to graduate.

- You can file to graduate, after you have started registration for final semester courses.
- The deadline to file to graduate is posted on the CoE Graduation website and is usually by the 3rd week of the graduating semester. (~ early Sept in for Fall graduation and ~end of Jan for Spring/Summer graduation).

Some of you may have issues that will need to be taken care of before registration ends (end of the first week of the semester). Please start the process of filing to graduate soon after you have registered.

How do I file to graduate?
To file to graduate go to the CoE Graduation website below and complete the Instructions to File to Graduate.

https://www.eng.hawaii.edu/students/current-students/graduation/