

Policies and Procedures ^[1]

Prerequisite Course Requirements

The ECE department strictly enforces prerequisite/co-requisite requirements; therefore, students are responsible for understanding and meeting all EE prerequisite/co-requisite course requirements. If a student fails to meet these requirements, his/her registration in the course will be deleted, normally by the end of the 4th class day in the longer semesters. Students are highly encouraged to meet with an advisor from the ECE Undergraduate Advising Office (UTA 7th floor), if needing further assistance on course prerequisite/co-requisite requirements.

Technical Core Selections

All students will receive a Secure Academic Note (SAN) after they have applied to Major Sequence to submit their official sections for primary and secondary technical cores. Students MUST reply to this SAN to have their degree profiles updated.

Technical Core Changes

Students can change their Technical Core at any time before their last semester on enrollment. To change your Technical Core please e-mail advising@ece.utexas.edu ^[2] the following information:

- Name:
- EID:
- Current Primary:
- New Primary:
- Faculty Mentor Requested (optional):
- Current Secondary:
- New Secondary:
- Faculty Mentor Requested (optional):

Degree Planning & Degree Audit Reviews

ECE students are highly encouraged to meet with an Undergraduate Advisor approximately one year before graduating for further review of their degree audits to ensure they are on track to graduate. Students can also submit a Degree Audit Request form a year before they are expecting to graduate. After submission of the form, an ECE advisor will review the student's degree audit. Please visit the Undergraduate Advising Office for a degree audit. Students are

encouraged to review their degree audits on a regular basis through IDA (Interactive Degree Audit System) [3] as well.

Course Substitution Procedures

Occasionally, a student may need to complete an elective course that has not been pre-approved by the School of Engineering or the ECE department. Examples of course substitutions include courses in the Visual and Performing Arts, Social and Behavioral Science and Technical Cores. Visual and Performing Arts and Social and Behavioral Science course substitution requests can be turned in directly to the ECE Undergraduate Advising Office (UTA 7th floor). The Advising Center Coordinator will send a secure email (SAN) back to the student informing him/her of the course substitution approval or denial. Technical Area course substitution requests will need approval from a student's assigned technical area faculty advisor; the ECE Undergraduate Advising Center Coordinator will then send a secure email to the students on approval or denial of the requested course substitution (forms can be obtained in UTA 7th floor). Students are highly encouraged to meet with an ECE Undergraduate Advisor for further assistance on elective course recommendations.

Registration Guidelines

The ECE Undergraduate Office (UTA 7th floor) is available to assist students with registration and course scheduling questions.

During the first 12 class days, the ECE department does NOT late add students into coursework, but can assist with schedule questions.

ECE Undergraduate Advising (UTA 7th floor, Monday-Friday, 8:00 AM - 5:00 PM)

- General Advising (walk-in)
- Probationary/Appeals (by appt)
- Academic Enrichment Advising (by appt.).

ECE Undergraduate Advising Forms [4]

All forms are also available at the front desk area in the ECE Advising Office (UTA 7th floor)

Student Responsibilities

As noted in the Cockrell School of Engineering Handbook, each student must be informed about all pertinent rules and regulations and must abide by them at all times. Academic advisors are available to assist students, but the ultimate responsibility for being informed rests with the student. Please review the policies and procedures that apply to engineering students. [5]

EMAILS/SAN'S

Secure Academic Notes (SAN's) and Emails are the ECE department's primary means of formal communication with students; therefore, it is the student's responsibility to keep his/her email information up-to-date at all times and to thoroughly review all incoming emails.

FERPA

The Family Educational Rights and Privacy Act of 1974 is a federal law that pertains to the release of and access to educational records. The law, also known as the Buckley Amendment, applies to all schools that receive funds under an applicable program of the US Department of Education. [Click here to learn more.](#) [6]



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Links:

- [1] <http://www.ece.utexas.edu/undergraduate/policies-and-procedures>
- [2] <mailto:advising@ece.utexas.edu>
- [3] <https://utdirect.utexas.edu/nrida/menu.WBX>
- [4] <http://www.ece.utexas.edu/undergraduate/forms>
- [5] <http://www.engr.utexas.edu/undergraduate/forms>
- [6] <http://www2.ed.gov/policy/gen/guid/fpco>