ECE Departmental Policies [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 encouraged to contact an advisor from the ECE Undergraduate Office if needing further assistance on course prerequisite/co-requisite requirements.

Technical Core Selection/Faculty Mentor Program

Students are expected to choose their primary and secondary tech cores after completing lower division courses, typically no later than enrollment in EE 333T. After declaring technical cores, students are assigned to a faculty mentor for both primary and technical cores, with whom they can discuss academic and career-related issues.

In order to declare technical cores, please email the following information to advising@ece.utexas.edu [2]:

Name:
EID:
Primary Technical Core:
Faculty Mentor Requested (optional):
Secondary Technical Core:
Faculty Mentor Requested (optional):
Planned Semester & Year of Graduation:

Technical Core Changes

ECE students are encouraged to select their primary and secondary technical areas when they originally declare them. On occasion, students may decide to change technical cores, which can be updated any time before their last semester of enrollment. To change your technical core please e-mail advising@ece.utexas.edu [3] the following information:

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

Please note that a student chooses a new curriculum technical area option (EE vs. CompE curriculum), they will be required to sign up for the required math course the next semester enrolled.

**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 schedule an appointment with an ECE advisor in order to review your degree audit.

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

[View Degree Requirements](#)

**Course Substitution Procedures**

Occasionally, a student may need to complete an technical core elective course that has not been pre-approved by the School of Engineering or the ECE department. Technical core course substitution requests will need approval from a student's assigned technical area faculty mentor (forms available in the ECE Undergraduate Office). Upon submission, the ECE Undergraduate Program Manager will then send a secure email to the student of approval or denial of the requested course substitution.

Students are highly encouraged to meet with their faculty mentor for further assistance on elective course recommendations.

**Registration Guidelines**

The ECE Undergraduate Office 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 (after the 4th class day), but can assist with schedule questions.

**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. 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.

**Emails/SANs**

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 [7] to learn more.