FAQs [1]

Please use the links below to find out more about the ECE Undergraduate Office, including information about policies, procedures, and resources for current and prospective students.

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PROSPECTIVE AND TRANSFER STUDENTS

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I am an external transfer student. Do I have to attend orientation?
I am an internal transfer student. How can I register for classes?

ADVISING OFFICE SERVICES

What can an ECE advisor help me with?

Undergraduate advisors are available to assist with degree completion, degree audit reviews, connecting you with academic support services, and informing you about departmental policies and procedures. Academic advisors cannot waive prerequisites, open a new section of a course, move you up on a waitlist, or accept a note from a professor to get you into a class.

Before meeting with an advisor, it is highly recommended that you review and research your questions through the ECE website and FAQs.

Do I need an appointment to meet with an ECE advisor?

Yes, however advisors are sometimes available on a walk-in basis during busy periods. Please review our online calendar [2] for our current walk-in advising hours.
Otherwise, appointments are required. You may request to schedule an appointment through the appointment schedule on our advising page [3]. Prior to scheduling an appointment, please consult the information on our advising page to review the specific areas of focus for each advisor.

Peer advisors are also available to help with general advising on a walk-in basis during our office hours (Monday-Friday from 8am-4pm).

**Is advising required?**

Advising is not required in order for you to register each semester, however it is highly recommended that you meet with an advisor at least once per academic year in order to review your degree progress. Please schedule an appointment [3] with an ECE advisor in order to review your degree audit.

**Where can I obtain ECE handouts and forms?**

Students can obtain advising handouts and forms in the ECE Undergraduate Advising Office. Some forms and handouts are available online. Review our Forms [4] page for more information. This page also links to forms that must be filled out online, such as the application for graduation.

To access the online Technical Core Selection Form in order to submit your technical core selections, please visit the Technical Cores page [5]. To access the Academic Enrichment online application in order to submit your AE courses for review, please visit the Academic Enrichment page. [6]

**What should I do if I am having difficulties in my courses this semester?**

Please see an ECE advisor immediately! An advisor can discuss your options with you, as well as direct you towards additional resources (e.g. Departmental tutoring, the Sanger Learning Center, etc). The sooner you contact an advisor, the more proactive you can be in getting help before it's too late.

**I had a difficult previous semester and I want to excel in my studies. Does the Department of Electrical and Computer Engineering offer any assistance so that I can get back on track?**

The Move Forward Program is designed to provide individualized academic advising support to ECE students who are motivated to improve their academic performance. At the end of the Fall and Spring semesters, an ECE Undergraduate Advisor will send a Secure Academic Note (SAN) invitation to those students that earned a previous semester GPA at or below a 2.5. Our goal is to assist students before they are at-risk of not earning the minimum 2.5 Basic Sequence GPA and/or the minimum UT, EE, and/or Technical GPA of at least a 2.0. Invited
students are not required to participate in The Move Forward Program, however previous participants have recognized the benefits of collaborating with an academic advisor and campus resources such as professors, TA's, departmental and university tutors and MFP mentors. For more information, please contact Nikki Stinnette, The Move Forward Program Coordinator, at nlistinnette@austin.utexas.edu [7].

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Who should I meet with to review my Degree Audit?

Any ECE Undergraduate Advisor can assist with degree audit reviews. Students should first review their degree audit here [8]. Priority is normally given to students who are entering their graduating semester. Please visit the our advising page [3] in order to make an appointment with an advisor.

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What can my faculty mentor help me with?

Your faculty mentor can advise you on topics such as technical core courses that match your interests and career goals, as well as general advice about research, internships, and graduate school. Students are assigned a faculty mentor after they have selected their technical cores. Additionally, faculty mentors can assist students with selecting alternative technical core courses.

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ACADEMIC POLICIES

How do I request my Interactive Degree Audit (IDA)?

For instructions, click here [8]. Note that the IDA is simply a tool and does not register you for courses or add you to a waitlist. If you have questions please contact the ECE Undergraduate Advising Office.

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When do I declare my two technical cores?

Students are expected to have declared their primary and secondary technical cores by the time they have completed EE 312 and EE 313. For details on how to declare your technical cores, please visit the Technical Cores page [9]. Once you submit your selections, you will be assigned a faculty mentor for guidance about courses and career goals. You are encouraged to meet with your faculty mentor as soon as they are assigned to you.

Advice on choosing technical cores is provided through HKN's Tech Core Night, hosted in the Fall and Spring semesters, and during the ECE Open House, held in the Fall semester.

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I would like to make a course substitution for a course in my technical core. What do I need to do?
**Technical Core Course Substitution** forms are available in the ECE Undergraduate Advising Office. For all course substitutions, students are required to visit with their assigned faculty mentor. Once they meet with the faculty mentor, they return the signed form to the ECE Undergraduate Advising Office. Upon submission, an advisor 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.

To revise course choices for Academic Enrichment, students must re-submit the **Academic Enrichment application** [6] (available online) to include the requested courses to be updated. Applications are reviewed by the ECE Faculty Advisor for approval.

**What should I do if my primary and secondary technical cores both contain the same course requirements?**

If a required course in your primary and secondary technical cores overlaps, review the list of technical core electives for your secondary core available in the **Packet of Approved Technical Core Courses** on the Tech Cores website [9]. You may choose an elective from the list to replace with the course that overlaps with your primary core, to be applied towards your secondary core course requirements.

To replace an advanced math course that overlaps for both technical cores, consult the list of approved math courses in the **Packet of Approved Technical Core Courses** (linked above) to be used towards your secondary core. An advanced math is required for both technical cores. You may not use the same math course to fulfill both requirements.

Remember you must have eight courses in your primary and four in your secondary - no "double dipping"!

**How do I claim credit for AP or other placement exams?**

You may view scores and claim credit for placement exams (AP, SAT II, CLEP, UT Austin tests, etc.) online through the Center for Teaching and Learning [10]. Click on "View Scores and Claim Credit." You will need to log in with your UT EID and password. Once logged in, you may view placement test scores that the University has on file for you and any credit you are eligible to claim. Please read all directions carefully before claiming credit as there are fees involved and your choices affect your official academic record. If you have questions, contact CTL at (512) 232-2662.

**How do I obtain credit for an internship?**

EE 125S *Internship in Electrical and Computer Engineering* provides the opportunity to earn degree credit for work done in industry. An EE 125S internship typically requires 40 hours of work per week during the summer semester, and 20 hours per week during the fall and spring
semesters. To register, students must obtain an offer letter on company letterhead for a semester internship for final review by the ECE faculty advisor. Prior to registration, see Nikki Stinnette, ECE Undergraduate Advisor, for the necessary paperwork. EE 125S can only be requested before you begin your internship, and cannot be requested after the start of an internship or later.

For information about completing a two-semester Co-op, please contact the Engineering Career Assistance Center [11].

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How can I obtain credit for undergraduate research?

EE x60 Special Problems in Electrical and Computer Engineering allows students to obtain up to three credit hours during a semester for completing undergraduate research under the supervision of a UT faculty member. Any use of the Special Problems course to satisfy degree requirements must have approval from the ECE Faculty Advisor. Credits are normally approved towards the Academic Enrichment technical core.

To register, please visit the ECE Undergraduate Advising Office to obtain a packet with further instructions.

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What do I need to do to complete my flags?

Per a recent update from Engineering Student Services (ESS), effective Spring 2017 all students are expected to satisfy flag requirements not fulfilled in their major sequence during their first or second year after initial enrollment at UT. Please note that all required flags are built into the ECE program EXCEPT for the Cultural Diversity (CD) and Global Cultures (GC) flags. The same course CANNOT be used to satisfy the CD and GC flags even if the course carries both flags.

In some cases, transfer credit taken after high school graduation may be used to satisfy flag requirements if approved by the Flag Petitions committee. Visit the Center for Skills and Experience website [12] for more information about submitting a petition.

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Which kinds of courses will count towards the free approved elective?

The free approved elective is a general upper or lower division elective credit required for the BSEE degree. It is suggested that students register for a course towards the free approved elective that carries a Cultural Diversity (CD) or Global Cultures (GC) flag.

If you are unsure whether a course you have taken or claimed credit for is counting towards the free approved elective, please consult your degree audit. [13]

The following is a partial list of courses that will NOT count for the free approved elective:

- noncalculus technical courses (PHY 302K, PHY 302L)
- courses for nonscience majors (CH 304K, BIO 301L)
- Elements of Computing and Business Foundations courses
- PE courses
- Credit by exam earned for foreign language
- General Engineering (GE) courses

How do I know which courses will count towards the core curriculum requirements?

Please consult the core course list determined by the School of Undergraduate Studies. As of fall of 2016, the core course lists are updated annually and tied to a student’s catalog choice.

How do I know which Government courses to take?

To comply with the Texas Education Code, students must complete a specific combination of courses to satisfy the required six credit hours in government/political science as part of the Core Curriculum. You can find information about the specific course combinations here. If you do not complete courses according to these requirements, you may have to take an additional one semester course (Gov 105 Texas Government), offered by University Extension.

I want to take some non-EE courses at my local community college. Where can I find out if these courses transfer?

The ATE system provides UT Austin transfer credit evaluations for courses commonly transferred from Texas colleges and universities. You may review this database for information about how courses will transfer to UT.

You may request advance transfer credit evaluations for courses taken at institutions outside of Texas by completing a Pre-Evaluation Form. Please contact Admissions for more information.

I’m interested in study abroad but I don’t know where to start the process.

International Engineering Education (IEE) offers many study abroad programs throughout the world for engineering students to further their education in a global setting. Review the information on their website for information about current programs, policies, and procedures.

For information about how study abroad courses apply to your BSEE degree, please schedule an appointment with Melissa Sellars, ECE Undergraduate Advisor.

How are ECE Foreign Exchange Students Advised about courses?

Exchange students that are admitted to the Department of Electrical and Computer Engineering will be contacted by Melissa Sellars, ECE Undergraduate Advisor, during the
semester prior to their arrival at UT Austin. Students should be prepared to identify their requested Electrical Engineering courses at that time. Exchange students will be provided with instructions about how to register for courses during the Exchange Student Welcome, generally held the week before classes begin.

Where can I find further information on applications managed by Engineering Student Services, such as pass/fail, concurrent enrollment, or the internal transfer process? Please review the Cockrell School of Engineering’s website, which provides information for current undergraduate engineering students on commonly used applications and forms in the following areas:

- Concurrent Enrollment
- Foreign Language Waiver Request
- Graduation
- Change of Major/Internal Transfer
- Pass/Fail Guidelines
- Registration for Over 17 Hours
- Undergraduates Taking Graduate Courses

How do I declare a minor?

For students under a catalog prior to 2016-2018, you can apply for a minor online through the Cockrell School of Engineering’s website. Once your minor application is submitted, it will be approved by Sharon Bressette, ECE Advisor, and an advisor in Engineering Student Services (ESS). NOTE: Only one course can count towards both the minor and the BSEE requirements.

Students under the 2016-2018 catalog who wish to pursue a minor or a certificate should search the University’s minor/certificate inventory. From this inventory, you can view the requirements for each minor or certificate, as well as submit your application. Once your application is approved by the offering department, you will receive a SAN (Secure Academic Note) from their office instructing you to visit with an advisor within your School or Department. You should then email Sharon Bressette, ECE Undergraduate Advisor, so that she can update your Interactive Degree Audit (IDA) to reflect your approved minor coursework. NOTE: At least nine credit hours in the minor have to be taken outside of the BSEE degree requirements.

I am interested in the BSEE/MSE (Integrated Master’s) Program. How can I apply?

Students typically apply for the first stage of the Integrated Program during the semester prior to their enrollment in EE 364D Senior Design. For more information about the application process and other program details, please review the BSEE/MSE website. For questions about completing your BSEE degree to include graduate courses, please contact Veronica Vasquez, Associate Director.
How does the Q-Drop process work?

During the 1st-12th class days of the Fall and Spring semesters, you may drop a course to receive a full refund. Since the ECE department strictly enforces prerequisites/co-requisites, please review your schedule carefully before dropping a course. Please note that dropping a course can also impact your progress toward degree completion.

The Q-Drop period occurs starting the 13th class day through the mid-semester deadline. Approval from both the Dean (ESS) and an ECE Undergraduate Advisor is required. Q-Drop forms are initiated first in the Dean's office (ESS), and then brought to the ECE Undergraduate Advising Office for signature. If the student is permitted to drop the course, a Q appears on his or her academic record to indicate a drop without affecting student's GPA. No refund is given.

Please note that Texas Education Code section 51.907 limits students who enroll in Texas public institutions a total of six drops for academic reasons during their entire undergraduate academic career. If the drop is determined to be for academic reasons, it will count towards the six-drop limit.

I did not get a passing grade in a required course for a BSEE degree. What do I need to do to repeat the course?

ECE students are required to obtain a C- or better in lower division EE courses and in all prerequisite courses. The Cockrell School of Engineering limits the number of times that you may repeat a course. A student that has not obtained a C- or better in a lower division EE course may not enroll in any course required by the engineering degree plan more than twice. A symbol of Q or W counts as an enrollment unless it is recognized as nonacademic by the Dean's office. To request permission to enroll in a course for a third or more attempt, a student must submit a written appeal.

Please note that repeating a course does not replace the previous grade, however it is calculated in your overall GPA.

What is academic probation and dismissal?

You are placed on academic probation (also called Engineering Probation) when you meet either of the following conditions: you have taken at least six hours of coursework in the major (EE) and the GPA in those courses is below 2.0; or you have taken at least six hours of coursework in the major (EE) and the GPA has fallen below a 2.0 in the other required technical courses (i.e. Calculus, Physics). If you are on academic probation, you will be given two long semesters to remove yourself from probation. If you do not reach the minimum required GPA by the end of the second semester of academic probation, you will be subject to dismissal by the School of Engineering.

You are subject to academic dismissal when you have been on academic probation for two
semesters, and have not removed yourself from probation by the end of the second semester. For more information on academic probation and dismissal, please contact Engineering Student Services.

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What is scholastic probation and dismissal?

You are placed on scholastic probation when your overall in-residence GPA falls below a 2.0. This is sometimes also referred to as University Probation. If, however, your GPA falls below certain standards set by the University, you will be subject to immediate dismissal by the University. A student on scholastic probation has one semester to remove him/herself from probation or he/she will be subject to dismissal by the University.

You are subject to scholastic dismissal when you have been on scholastic probation for one semester, and have not removed yourself from probation by the end of that semester. For the first dismissal, you may not register for one long session. For the second dismissal, you may not register for courses for three years. After the specified amount of time, you may file for readmission to the university, and will be readmitted on scholastic probation. For more information, see the General Information Catalog.

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What should I do if I’ve been dismissed by the University or the School?

If you have been dismissed either by the University or the Cockrell School of Engineering, you will receive a Secure Academic Note (SAN) from an advisor in Engineering Student Services (ESS) explaining why you have been dismissed. There is a process in place to appeal your dismissal and further information will be included in the SAN that is sent out to you. In order to continue as an ECE student at UT, you will need to file the appeal by the deadline specified in the SAN you are sent. If you file a dismissal appeal, and it is granted by the School, you will receive notification from the college. You may also receive notification of any conditions of granting the appeal. For more information, please review the information available on the School’s website or contact an advisor in Engineering Student Services.

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REGISTRATION POLICIES

I’m a Non-EE undergraduate major interested in taking an EE undergraduate course. What courses are available for me to take?

EE 302 and EE 306 are available to non-EE majors during the Spring semester ONLY, depending on seat availability and students meeting the prerequisite. Students who meet prerequisites will be able to directly register for open sections beginning on the 3rd class day at 8am and do NOT need to visit the ECE Advising office to be added.
EE 333T is available to other UT Engineering majors during BOTH the Fall & Spring semesters, depending on seat availability and students meeting the prerequisite of E 316 and upper division status. Engineering students who meet prerequisites will be able to directly register for open sections beginning on the 3rd class day at 8am and do NOT need to visit the ECE Advising office to be added.

We are sometimes able to open a very limited number of additional courses to non-EE majors when seats are available. Students who meet the prerequisites can visit the ECE Advising Office on the 3rd class day to submit a written request to be added. Please do not contact our office with requests to register for courses.

There may be some EE courses open to EE graduate students for direct registration. Please check with the ECE graduate coordinator to inquire which courses are open to EE graduate students to directly register without needing to submit a written request.

What if I'm signed up for a course, but I don't meet the prerequisite?

Students who do not meet the prerequisite for a course will be notified by SAN (Secure Academic Note) that they are lacking the prerequisite before being dropped, no later than the 4th class day of the semester. Advisors cannot waive a prerequisite for a class; the ECE department strictly enforces prerequisites. The curriculum is designed to prepare you for advanced course work so you will be successful in those courses.

If a class is full, can I get an instructor's note to be added to the class?

No. The ECE department does not accept instructor notes. Students are advised to place themselves on the waitlist for the class for the best opportunity of being added. Please plan for back-up courses in case you cannot get into a specific course.

How does a waitlist work and does every department have them?

During registration, if a registered student drops a class, a student on the waitlist will be added to the class. On a daily basis, the system instantaneously fills as many leftover seats as possible. Sometimes this process can take an hour or two if there's a blockage (i.e. someone blocking the waitlist because of a waitlist error they need to correct). Students who block waitlists and do not fix the issue after multiple warning messages will be dropped from the waitlist.

Not every department utilizes the online waitlist system. It is up to the department to choose if they would like to provide this service to their students. Some departments choose to have in-person wait lists for non-majors to take their courses; please see individual departments for specifics.
Can I be added to a class after the 4th class day if I was on the waitlist?

The university closes all waitlists after the 4th class day of the semester. During the 5th-7th class days, ECE students may visit the ECE Undergraduate Advising Office to submit a written request to be added to a course. Additions to courses will be based on priority (i.e. students with special circumstances, graduating seniors, etc) and the order in which requests are received.

Students may NOT be added to courses that are full. Please be aware that adding a class after the 4th class day may result in missed assignments that cannot be turned in late for a grade.

Can an advisor add me to a waitlist?

No. Advisors do not have authorization to add students to waitlists. Students must add themselves.

What does it mean when a class says closed and other sections of the course say waitlisted?

If certain sections of a class state "Closed" on the course schedule, that means that those particular sections have a full waitlist and no one else can be added to the waitlist or course.

If the other sections of the class state "Waitlisted," then there are still slots for students to add themselves to the waitlist.

How can I get an earlier registration time?

Registration times are established by the Registrar’s Office according to your progress towards the BSEE degree. Registration times are generally determined several weeks before registration begins for the following semester.

In order to optimize your registration time, you should:

- Claim AP credits [31] if needed.
- Select your technical cores [5], if you have completed EE 312 and EE 313.
- If you have selected Academic Enrichment (AE) as your secondary technical core, be sure to fill out an application [6] to have your AE courses approved.
- Request to have your transcripts sent to UT Admissions [32] if you have taken any transfer courses at different institutions.

Can I take classes at a community college and UT at the same time?

You should not be concurrently registered at both UT and another college or university. On
occasion, it may be the only realistic way you can complete a given course and exceptions may be made. You must first receive prior approval [33] through Engineering Student Services in order for the courses to be countable toward your ECE degree program.

Concurrent enrollment is not permitted during the semester in which you expect to graduate and it is highly recommended that you first meet with an advisor or visit the ATE System (Automated Transfer Equivalency) [16] to ensure course transferability to UT.

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What if I’m taking a course over the summer semester at a community college and it is required as a prerequisite for my fall ECE courses?

You must provide proof of credit no later than the 1st class day of the semester. Proof of credit can be an official or unofficial copy of a student’s transcript or final grade report. This proof can be turned into the ECE Undergraduate Advising Office or submitted via email to msellars@austin.utexas.edu [34].

This same policy applies to students taking co-requisites and co-enrollment. If you have credit for a co-requisite or you’re co-enrolled at a community college for a co-requisite, you MUST turn in proof of enrollment no later than 1st class day following the procedure listed above. Failure to do so will result in being dropped from the EE course by no later than the 4th class day.

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What if I have transfer credits that are required as prerequisites to a course I want to register for?

If you completed transfer coursework that is a required prerequisite to an EE course you plan to register for next semester, you may need to complete a form prior to your registration date so that we can review that you have met the appropriate prerequisites. The form can be found here [35] under "Prerequisite Transfer Course Form."

You will need to complete the form if:

- You took the prerequisite course at another institution outside of UT and the course number does not match exactly with the UT course required as a prerequisite. Ex. M 340L transferred as M 311.
- You took the prerequisite course in a different department at UT but were previously given approval by the faculty advisor to use the course for degree requirements. Ex. CS 429 was approved to count for EE 306.

Please do NOT complete the form if:

- You are trying to ensure that you will meet the prerequisite for a course offered in a department outside of ECE. Ex. You took M 408K and want to know if it will count as a prerequisite for M 340L. Direct your questions to that department directly; ECE advisors only manage prerequisites for EE courses.
- You took the prerequisite course at another institution outside of UT and the course number transferred matches directly with the UT course number. Ex. You took Physics at a community college and it transferred as PHY 303L/103N. You do not need to take
additional steps - the registration system will recognize that you met the prerequisite.

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What should I do if I have a schedule conflict between my Senior Design course and another course that I am trying to register for?

If your schedule conflict involves EE 464 and a non-EE course or EE lab time, you may complete a Time Conflict Form available in the ECE Undergraduate Advising Office. Please have your Senior Design professor and the professor for the conflicting course sign the form, then bring it to the ECE Undergraduate Advising Office for signature. Finally, you will submit the signed form to the Registrar?s Office so that they may adjust your schedule.

This is the only scenario in which an approval will be given for a schedule conflict.

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How can I register for a First Year Signature course (UGS 302/303) if I'm not a first-year student?

Non-first year students must call the First Year Experience Office at 512-471-4421 during their first registration period access time so that a member of the FYE team can register them over the phone, provided the seat is still open.

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PROSPECTIVE AND TRANSFER STUDENTS

I am a prospective student and would like to learn more about the Electrical and Computer Engineering program.

Thanks for your interest in UT ECE! Information sessions are held regularly by the Cockrell School of Engineering and the Department of Electrical and Computer Engineering. In addition, you may request a visit with an ECE Ambassador to find out more about our program.

Please visit our Admissions page [36] for more information.

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I am an incoming freshman and have been admitted into ECE. Now what?

If you have been admitted into ECE, you will need to attend an Orientation [37]. At Orientation, you will have the opportunity to learn more about the ECE curriculum as well as meet individually with an ECE Undergraduate Advisor in order to plan your fall courses.

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I am an external transfer student. Do I have to attend orientation?

Yes, transfer students must attend Orientation [38]. At Orientation, you will have the opportunity to learn more about the ECE curriculum as well as meet individually with an ECE Undergraduate Advisor in order to plan your fall courses. Any engineering coursework that
you have completed at other institutions will also be evaluated for transfer equivalency by the
ECE Faculty Advisor during Transfer Orientation. These courses cannot be evaluated prior to
your admittance into the ECE program.

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I am an internal transfer student. How can I register for classes?

After accepting your transfer, you will be able to register for EE courses. If you need
assistance planning your schedule for the upcoming semester, you may schedule an
appointment [39] to meet with an ECE Undergraduate Advisor. Please note that advising
appointments for four-year degree planning will only be available after the 12th class day
during the Fall or Spring semesters.

If you have courses that might count as EE equivalents, you will need to meet with the ECE
Faculty Advisor to complete a Transfer Course Evaluation Form available in the ECE
Undergraduate Advising Office.

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