A QUICK ROADMAP TO MORE EFFICIENT, PRODUCTIVE AND PERSONALIZED SESSIONS WITH YOUR ADVISOR.

UPDATED FALL 2013
TOPICS

✓ General Announcements
✓ Advising process
✓ GPA recalculation and Course drops
✓ Curriculum and Degree Plan
✓ Curriculum Changes
✓ FAQs
GENERAL ANNOUNCEMENTS

✔ Advising will take place by appointments as first-come first-serve basis. If you miss your advising period, you will have to reschedule depending on advisor availability.

✔ Most students are considered to be in the 2010-2014 degree plan. Only students that took EE3109 and EE3438 are considered to still be in the 2008 plan. Please revise your situation with your advisor.

✔ Information about the department and academics are available in Blackboard or in the ECE Advising WIKI. However you must have Blackboard access to perform some of the advising functions. You can request your advising Blackboard access in the main ECE office.

✔ Wiki Public information: http://wiki.utep.edu/display/ECEadvising/Home

✔ All processes for undergraduate students requiring Dean signatures are handled by E-PASO at E-226 this office.
GENERAL ANNOUNCEMENTS

✓ To get your holds removed, you will require the online training every semester (or attend the kickoff session) and complete the advising session.

✓ First attend a kickoff session OR complete the online compliance (after 9/29/2013) (review the advising presentation and take the quiz until you get a score ≥ 95%) (85% for change of majors)

✓ After this step you need to make an appointment in the ECE office with the proper advisor.

✓ The online presentations are split in three sections, ECE Department overview, Professionalism & Ethics, and Advising process.

✓ Fill your degree plan Worksheet that will be available in blackboard after 9/29/2013 and bring it to your advising appointment along with other documents listed later on this presentation.
GENERAL ADVISING PROCESS

Transfer Students

Entering Student Program

ECE Dept. Orientation

Individual Advising Session (record check on degree progress)

Registration

Group Advising Session

NO

Registering for Senior Project? YES

Session with Final Year Advisor (plan for degree completion)

Senior Exit Survey & Interview (record check on degree completion)

BSEE Graduates

Also online

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ADVISING APPOINTMENTS

- You must get an appointment with an advisor every semester through the main ECE office (ENG A325). The purpose is to provide you with the proper guidance to be successful in the future.

- To remove holds you need to complete the next steps in order:
  1. Group advising either by:
     a) Attending group kickoff session (OR)
     b) Completing successfully online questionnaire in Blackboard. (95%, or 85% for new majors during the first semester)
  2. Fill the new degree plan worksheet that will be available in Blackboard content area. Rename the file to include your own name. Print a copy of the entire workbook for your records.
  3. Upload the updated degree plan file in the assignment “Degree Plan Fall 2013”.
  4. Print a copy of CAPP or “Degree Plan evaluation” in Goldmine.
  5. Make your advising appointment after you completed the previous steps.
  6. Go to your advising session and bring the CAPP printout plus the degree plan. Discuss your career goals and get your advising slip revised and approved by your advisor.

- Don’t miss your appointment! If you need to reschedule please try to do as early as you know. If you miss the appointment, due to an unjustified reason, then you might need to wait until late registration for another appointment.
ADVISING DETAILS

BEFORE your individual session you will need to prepare for your appointment with the following:

- Printout of the “Degree Evaluation” or CAPP degree plan from Goldmine. Verify it is for the correct year for your case. Use 2008 if you took EE3109 and EE3438. Otherwise use the 2013 plan. You might need to select the “What-if Analysis” link at the bottom of the page to change the degree plan year.

- Printed copy of the transcript from EPCC or any other institution if you transferred courses.

- Filled checklist of the degree plan, there is a PDF version for 2008, or the MS-Excel version 2010-2013. Identify the courses you are missing and be prepared to talk with your advisor about any special situation. Upload the file into blackboard before making an appointment!
You must fill this form with exactly the courses listed.

If you took a different course indicate the substitution # matching the explanation in the sub # box.

Substitutions are needed only if the UTEP transcript code is different from the required in the degree plan.

Only include courses when completed with the grades needed (almost all need “C” or better).

An MS-Excel version will be available to be filled and printed. Save it for future semesters.

This form is applicable for students enrolled in the degree plan 2010 and later.

For students still in the 2008 plan or earlier please use the printed form available in the ECE office.
In the same Excel file select the “Flowchart and concentration info” tab. 

Upload the file in Blackboard as assignment “Degree Plan Fall 2013”. 

Print entire workbook and bring to advising. 

This tab will automatically highlight the courses credited in the “Checklist” tab. 

The diagram illustrate the courses for each semester as you are expected to complete them. 

Usually courses in a row will be prerequisites for courses below. Please check the “Prerequisite list” available also in blackboard. 

The Prerequisite tab will show which courses you are eligible to enroll.
ADVISORS

- There are two main undergraduate advisors:
  - Ms. Virginia Granda-Becker
  - Mr. John Pallares

- Dr. Stella Quinones is the advisor for probation students.

- For courses taken at institutions other than UTEP or EPCC you need to revise them with your regular advisor. He/she might send you with Dr. John Moya to evaluate only the transfer credits. Prepare support documents, transcripts, syllabus, etc. Always have a copy of the transcript form the original institutions available.

- Dr. Virgilio Gonzalez is the advisor for senior students (ready to take senior projects). He is also the Undergraduate Program Director for the EE courses.
STUDENTS ENTERING SENIOR PROJECTS

- **Students entering EE4220 Senior Projects 1**
  - Must follow the same process as the sophomores or juniors, including the online quiz or kickoff, the degree plan and the CAPP printout.
  - In addition must fill the ”Senior 1” packet with the tentative courses and electives needed to graduate within 2 semesters.
  - After completing the kickoff session or the online quiz, students should submit the packet to the ECE office to get an appointment with the senior advisor instead of regular advisors.

- **Students entering EE4230 Senior Projects 2**
  - Don’t need to present the quiz or attend the kickoff, however still need the degree plan and the CAPP printout. The instructions are part of the online advising presentation.
  - In addition must fill the “Senior 2” packet with the tentative courses and electives needed to graduate within 1 semester.
  - Can request an appointment immediately with the senior advisor.
STUDENTS GRADUATING

- At the beginning of the semester need to pick application for graduation forms at the ECE office.
- Fill all the forms and include also the Excel degree plan, a copy of CAPP (“Degree plan evaluation” in goldmine), and copies of transcripts from other institutions if you transferred courses.
- Submit the packet to the office for evaluation.
- You will be notified when the packet is ready for pickup and take it to the next office.
- Take your packet to the engineering student office (E-PASO) at E-226 for further processing.
  NOTE: all processes for undergraduate students requiring Dean signatures are handled by this office.
- Pay the graduation fees.
WHAT IS “PROBATION”?

You are on probation if your overall (cumulative) GPA is below 2.00.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Course</th>
<th>Campus</th>
<th>Level</th>
<th>Title</th>
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<th>Credit Hours</th>
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<td></td>
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<td>C</td>
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Term Totals (Undergraduate)

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<tr>
<th>Current Term:</th>
<th>Attempt Hours</th>
<th>Passed Hours</th>
<th>Earned Hours</th>
<th>GPA Hours</th>
<th>Quality Points</th>
<th>GPA</th>
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<td>6.000</td>
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<tr>
<td>Cumulative:</td>
<td>143.000</td>
<td>106.000</td>
<td>106.000</td>
<td>116.000</td>
<td>218.00</td>
<td>1.87</td>
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Can I register for courses if I am on probation?

✓ If this is your first time on probation:
You will need to be re-advised and fill out a reinstatement agreement. Please call the ECE office (x5470) to make an appointment with Dr Quinones.

✓ If you are on probation and have been reinstated for Semester 1:
You will not be advised for Semester 2 until the end of Semester 1 when grades have been submitted (usually 2-4 weeks after grades are submitted). Please call the ECE office (x5470) to make an appointment with Dr Quinones.
PROBATION (CONT.)

How do I get off Probation?

✓ Re-take ALL failed courses that are level 1 (Ex. EE1305 or UNIV 1301) or level 2 (Ex. EE2350 or POLS 2310) as soon as possible. The grade obtained when the student re-takes the course will replace the first grade for GPA recalculation. All grades appear on the transcript. If you repeat a course and then withdraw from that course, that counts as your second attempt. Do **NOT RETAKE** these courses at EPCC because they will not replace the grade on your transcript, since only credits transfer from EPCC.

✓ Avoid getting a “C”, “D” or “F” in any other course!!! Low grades lengthen the time on probation.

Remember that you **cannot** graduate if your **overall GPA is below a 2.00** and you **cannot** graduate if your **major GPA is below a 2.00**. and companies will not want to hire you if your GPA is low.

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AVOID PROBATION!

 ✓ If you have problems (personal or family emergency) let your instructor know. Teachers can help you manage assignments.

 ✓ Your priority is the engineering, math and physics. If you need to drop a course consider first another university core class (e.g. POLS, ENGL, HIST, etc.).

 ✓ Speak with your advisor, with Dr. Gonzalez or Dr Quinones before dropping a class. There are several options available to help you.

 ✓ Do not just disappear!

 ✓ The consequence for repeating the same course a third time is that you will be charged $100 more per credit (typically $300 for a typical lecture course)
COURSE DROPS

✓ The student GPA includes all course attempts to compute the weighted average but there are some exceptions. W and “excluded” cases will still appear in the transcript but will not be used in the GPA calculations.

✓ Dropped courses before the “drop deadline” will have an automatic W. After that date it is the instructor decision to assign a W or an F.

✓ Dropped courses will count will count toward the maximum of 6 unless there is an approved major justification included in the drop form. However a full semester drop (all classes) initiated in the registrar office will not be counted.

✓ WARNING, Financial Aid, Veteran Affairs, International Programs, Scholarships and other offices might not allow you to drop a course. You might lose your benefits or your visa. Please consult with those offices before dropping a course.
GPA RECALCULATION

- GPA exclusion of courses (GPA recalculation) is marked with an “E” in the transcript.

- GPA exclusion is automatic only for the first repeat of failed freshmen and sophomore (levels 1 and 2) courses. The second and subsequent attempts will be included, even if they result in lower GPA.

- Automatic Sophomore recalculation only applies for courses taken on or after Fall 2013.

- GPA recalculation might be requested only if a major justification is provided. For example medical, severe family problems, military deployment, extreme job workload, etc. You will need to provide written evidence, such as doctors letter, employer letter, military orders, etc. Please contact your advisor.
ECE DEGREE PROGRAMS

✓ B.S. Electrical Engineering (128 credits)
  Available concentrations:
    o Computer Engineering
    o Fields and Devices
    o Systems and Communications
    o General (when no concentration is followed)

✓ M.S. Computer Engineering (31 - 34 credits)
✓ M.S. Electrical Engineering (31 - 34 credits)
✓ Ph.D. Electrical & Computer Engineering (42 credits beyond master but there are special tracks)

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BSEE PROGRAM 2010 TO 2014

✓ ABET Accredited

✓ 57 Non-major credits (including core) [60 in older degree plans]
  ▪ University Studies
  ▪ Science (Physics, Chemistry, Biology)
  ▪ English Comp. and Prof. Communications
  ▪ Math (Calculus, Diff. Eq., Matrix Algebra)
  ▪ History and Political Science
  ▪ Art, Economics, Humanities

✓ 71 EE credits [68 in older degree plans]

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ECE Critical Path of Courses – 2013 - 2014

EE 1305 & EE 1105

EE 2350

EE 2351 & EE 2151

EE 3338 & EE 3138

EE 3340

EE 4220

EE 4230

EE 2372

EE 2396 & EE 2169

EE 3376 & EE 3176

EE 3195

Computer Option
GENERAL COURSE RULES

• Always talk or send email to your advisor if you have any problem or question about your courses and prerequisites.
• Course prerequisites will be strictly enforced. The instructor might drop you if you lack a prerequisite, even if the system didn't perform the automatic sweep.
• Official Catalog course descriptions and prerequisites are available at: http://catalog.utep.edu/content.php?catoid=8&navoid=326)
• Course prerequisites and descriptions follow the most recent catalog.
• Waivers will need the approval of both the instructor and the chair of the department (or program director).
• Course capacity will be limited in many courses, therefore register early to avoid closed sections.
• If you skipped a prerequisite, by any reason, you must complete the missing courses as soon as possible. The department can place holds if you are not following the proper course sequences.
GENERAL RULES CONT...

• A prerequisite list is available in Blackboard. Always consult your advisor in case of doubt. Also be aware that prerequisites might change each year.

• EPCC transfers are different now. MATH3323 (Matrix) is no longer accepted, however EE2369/2169 and the EE2372 can be taken there.

• The EE degree plan requires CE2326 for the social sciences block and might substitute it with a different economy course (ECON1301, ECON2303, ECON2304). However Psychology, Anthropology, Sociology, etc. do not satisfy the plan requirements although they are part of the core. Check with your advisor first.

• University Core Curriculum (Art, Humanities, English History, Political Science, etc) has special rules that change continuously. We are not allowed to make substitutions on those areas anymore. Therefore get the proper advising about which courses satisfy the requirements before enrolling.
EE SENIOR YEAR

Final Year

- 12 concentration credits (EE)
- EE3195 Junior Professional Orientation in new degree plan must be taken before Senior Projects I EE4220.
- Technical elective (3 credits).
- Senior Project I and II

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BSEE CONCENTRATIONS (12 CREDITS)

New courses are under development for all concentrations, check with advisors the latest options

- Systems and Communications
- Computer Engineering
- Field and Devices
- General
BSEE CONCENTRATIONS

GENERAL – Select 4 Courses, at least one from each of the other 3 CONCENTRATIONS
BSEE CONCENTRATIONS

COMPUTER ENGINEERING –
4 Courses: take **EE 3372** and select 3 courses from:

- EE 4342 and EE 4142
- EE 4365
- EE 4366
- EE 4372
- EE 4374
- EE 4375
- EE 4376
- EE 4378 & EE 4178
- EE 4379
BSEE CONCENTRATIONS

FIELD & DEVICES – 4 Courses: select 1 course from another concentration, and select 3 courses from:

EE 3385  
EE 4347  
EE 4350  
EE 4352  
EE 4353 & EE 4153  
EE 4361  
EE 4389

EE 4375  
EE 4380  
EE 4381  
EE 4382  
EE 4385  
EE 4386

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BSEE CONCENTRATIONS

SYSTEMS & COMMUNICATIONS –
4 Courses: select **1** course from another concentration, and:

**select 1 course from**  \[\text{select 2 courses from:}\]

<table>
<thead>
<tr>
<th>a) EE 4383</th>
<th>EE 3354</th>
<th>EE 4364</th>
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<tr>
<td>b) EE 4341</td>
<td>EE 4341</td>
<td>EE 4383</td>
</tr>
<tr>
<td>or</td>
<td>EE 4356</td>
<td>EE 4388</td>
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<tr>
<td>c) EE 4388</td>
<td>EE 4361</td>
<td>EE 4389</td>
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TECHNICAL ELECTIVE

Junior- or senior-level 3-credit-hour course in engineering or science approved by your advisor:

✓ EE 33xx
✓ EE 43xx
✓ EE 4181, 4182, & 4183 (3 credit hours)
✓ MATH 33xx
✓ PHYS 43xx
✓ etc.
FREQUENTLY ASKED QUESTIONS

- When should I take PHYS 2420?
  - ECE recommends to take it as soon as you are enrolled in calculus I MATH 1411, and take PHYS 2421 along with MATH1312 before starting EE2350 Circuits I.

- Can I take EE 2350 with EE 1305?
  - No, However if you have an equivalent course or experience to EE1305 then you might get a substitution.

- Can I take EE 2350 with EE 2351 if I took it once (EE 2350) and I got a D on it? And of course any other 2 pair EE 2351 with EE 3338, etc.
  - No, Prerequisites will be strictly enforced, if you have not passed a course with at least C then you are not ready to take the next in the sequence.

- What are the pre/co-requisites of EE 2351? EE 2151?
  - You must have completed MATH2326, EE2350, PHYS2421. EE2353 is recommended to be concurrent but will no longer be a co-requisite.
FAQ...

- Can I take EE 3321 or EE3325 with EE 3329?
  - No, Electromagnetism and Quantum physics are needed to understand properly electronic devices.

- Can I take IE 3373 or probability at the math dept. instead of EE 3384?
  - No because the focus in other departments is the statistical analysis while the ECE probability focus more on the random processes to understand signals and other phenomena. There might be some substitutions only in special cases with approval of the advisor and the department chair.

- Modern Physics PHYS3325 is no longer available, what can I do?
  - The ECE department created EE3325 Quantum Physics for ECE. That will be the new requirement in the degree plan. Physics removed PHYS3325 and created PHYS2325 that is only accepted by special advising approval.
FAQ ...

- How do I find the prerequisites of courses?
  - The main source is the university catalog, however there are recent changes that might not be updated. Also your advisor can help you with that information.
    http://catalog.utep.edu/content.php?catoid=8&navoid=326

- Is CHEM 1305 a prerequisite of any other class?
  - Not strictly, however it is recommended before taking Quantum Physics or Electronic Devices.

- Can I take Biology instead of Chemistry. I like biology better. Why not make it an option in the degree plan?
  - Chemistry is useful for the understanding of Quantum physics and Electronic Devices (required courses) while Biology is useful for some students in the Biomedical track, it no longer counts toward the BSEE degree plan.

- What is EE 3195 (old EE 4195)? Why do I have to take it?
  - Professional orientation provides an overview of the discipline closer to graduation and senior projects. It is expected to cover a brief introduction to systems engineering and project management. It is intended to facilitate the job seeking and preparation to handle professional responsibilities.
FAQ ...

- **What are the prerequisites of senior project EE4220**
  - In summary all junior level EE required courses and associated prerequisites, except EE3384. EE3329 might be taken concurrently (Other rules from older degree plans no longer apply)

- **Why I can’t take senior projects with my friends, I know someone that took EE4220 with CT signals EE2353 and EE3321 EMF?**
  - Some students in older degree plans had different prerequisites than the new degree and the content of several courses were different.
  - During the transition to the new plan some students were not automatically dropped due to system errors and were allowed to continue by mistake. Unfortunately most performed poorly in subsequent courses.
  - Therefore rules from older degree plans no longer apply and there might be manual enforcement as student files are reviewed later in the semester.
FAQ ...

- **Are there consequences for repeating the same course a third time?**
  - Yes, you might attempt a course a third time (e.g. failed first attempt with D and dropped the second attempt with W), however you will be charged $100 more per credit (typically $300 for a typical lecture course).

- **When can I take my concentration courses?**
  - As soon as you have the proper prerequisites. However, follow your advisor's recommendations to complete your degree sooner. Check Catalog: http://catalog.utep.edu/content.php?catoid=8&navoid=326

- **How do I choose a concentration?**
  - Select the area more attractive to your interests. Then talk with your advisor to select the proper courses to satisfy the concentration requirements.

- **What is a technical elective?**
  - It is an option to choose a course according to your professional interests. It might be any Junior or Senior level course in the colleges of Engineering and Science approved by your advisor.
FAQ ...

- Can I take more than one EE 4395? Does it count for my concentration?
  - Yes, you might take another EE4395 if the topic changes. Talk with your advisor to find if it is considered part of a concentration.

- How do I know what courses will be offered in 2 semesters so I can plan my schedule?
  - Information will be posted in the EE Blackboard during the advising period.

- What are the definite summer courses offered every year during the summer?
  - The list normally includes required sophomore and junior level courses. Some electives might be offered depending on budget and faculty availability.
FAQ ...

- Do you recommend that I take the math courses here at UTEP or EPCC? Where is it more effective to take, as far as learning the mathematics material?
  - As most courses it depends on the combination of the instructor and your own learning style. EPCC sometimes has more flexible schedules.

- Why is MATH3323 a prerequisite for EE 3384 Prob & Stat? Is Math 3323 really used in the stat course and how much of it is used?
  - The check point to ensure you have the proper math background before finishing the plan. Linear analysis (Matrix Algebra) is an accreditation requirement.

- How come I was told to take ECON2303 in EPCC and now I see in the degree plan that I have to take CE 2326?
  - The 2010-2013 degree plans encourage the student to take economy for engineers, however it might be substituted by another core economy course. This might change for students in 2014.
FAQ ...

- Can I finish Senior Projects II during the summer if I start in the Spring semester? Will a senior II projects course be offered in the summers?
  - Senior projects require a large amount of time and teamwork therefore are scheduled only during long semesters. Exceptional cases might be analyzed on an individual basis.

- How many credits is an internship worth as compared to a Coop?
  - A Coop is a type of internship where the ECE department, UTEP Career services and the employer recognize that the job includes an engineering learning experience. Therefore you might get academic credit (EE4181, 4182, 4183). The number of credits depends on each case. Please consult Co-op coordinator.

- When exactly do I qualify to do an internship or work as an assistant to a professor doing research?
  - Almost at any time but acceptance varies by the experience needed in each project or job. Talk with the professor or employer to find it out.
QUESTIONS?