Engineering Undergraduates - Be Careful.

Below you will find common things that get engineering students into trouble.

1. Requisites Violations:
Don't register for a course unless you expect to satisfy its prerequisites before it starts (take its co-requisites at the same time as the course). If you get an insufficient grade in one of its prerequisites, drop it. Otherwise you will be removed from the course during the semester. Your tuition will not be refunded. If you drop below 12 credits as a result, visa status and financial aid will be invalidated.

2. Advisement:
You cannot register for next semester's classes until you get advising, producing a signed advisement form. If you have completed 44 credits or less: go to the Office of Student Development (OSD) Steinman, 2M-7. For 45 or more credits: see your faculty advisor in your department or the Office of Undergraduate Affairs (OUA) ST-209. The schedule will be broadcasted via e-mail and posted in the engineering departments.

   Corollary: Check your CCNY e-mail account every week (or forward it):
   http://www.ccny.cuny.edu/acis/emailshortcuts.html

3. Being an Engineering Major:
You can only take engineering/computer science courses if you are an engineering/computer science major. You can only declare one of the majors if you satisfy certain GPA and math requirements, either upon admission or upon changing majors.

4. Transfer credits:
Transfer credit is not transitive. If a course C1 taken at school S1 results in transfer credit at school S2 for a course C2 there, then course C1 -- not course C2 -- will be evaluated for transfer credit when you transfer to CCNY.

5. Permits:
Once you are admitted to the Grove School, you can take a course elsewhere and get credit for an equivalent course here only if you apply in advance to take it "on permit," and get permission to do so. The permit requires the approval of the department chair and the associate dean.

6. Course Substitutions:
If your choice of courses violates or doesn't satisfy published degree requirements, you must have written permission signed by the department chair and the associate dean. Nothing verbal is a guarantee -- get it in writing.

   Corollary: Read your major's curriculum grid, and read the CCNY Bulletin book.
   The grid takes precedence.

7. Re-entry:
If you are absent from CCNY for a semester or more, then you must satisfy the new major requirements that are in effect when you return.

8. Preliminary Graduation Check:
Do a preliminary graduation check one year (90 credits) before you apply for graduation. The OUA (room, ST-209) will provide forms, after which you check which degree requirements you must satisfy. After submitting the application and a graduation self-evaluation, in one to two months the OUA will send to you a final graduation check (or academic evaluation), listing all degree requirements that have not been satisfied.

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