Mission:
Academic advising is a critical component of student success in the Donald P. Shiley School of Engineering. Our Academic Advising Program empowers students to take responsibility for their academic success through a collaborative relationship between advisor and student. Through taking full ownership of their degree, Shiley students will be prepared to meet the challenges of the world today in their professions in engineering and computer science.

Expectations of Students:
One of the biggest differences between high school and college is the expectation that you take ownership of your academic progress (college degrees are earned!). This worksheet is designed to help you become familiar with resources you are expected to navigate throughout your program in the Donald P. Shiley School of Engineering at the University of Portland. Reference this worksheet throughout the next 4 years!

Use this worksheet to write down your answers, and submit them online (via the online survey web link posted to the EGR 110 website)

You will not receive points for this assignment unless you submit your answers through the online survey link before 11.59pm on Monday, September 29.
UP Calendar

Start at the main UP website (www.up.edu). Under the Academic tabs, click on University Catalog: The Bulletin. Use the left-side menu to navigate between pages within the Bulletin (Note: most pages on the UP website are laid out in a similar fashion.)

1) Click on University Calendar
2) When are the following dates?
   a. Last day to withdraw from a course for Fall 2014?
   b. Advanced registration for Spring 2015 (sophomores and freshmen)?
   c. Thanksgiving vacation?
   d. Last day of classes for Fall 2014?
   e. Final exams for Fall 2014?
   f. First day of Spring 2015 semester?
   g. Last day to add/drop a course for Spring semester?

The 2014-2015 Bulletin

1) Click on University Academic Programs of Study and select the Undergraduate Curriculum. This is a list of all the majors offered at UP. How many are there? _____
2) On the left side window, click on the Minor Programs. This is a list of all the minors offered at UP.
   a. How many are there? _____
   b. Which minor(s) on the list is/are offered within the Shiley School of Engineering? _________________________________
   c. How many foreign language minor options are there? _____
3) On the left side, click on Donald P. Shiley School of Engineering. Click on Requirements and then School of Engineering Requirements.
4) How many hours of University Core Requirements are there? _____
5) How many Theology courses are you required to complete? _____

6) On the **left side**, click on **Degrees and Programs**.

7) Click on your **program of study (or interest)**.

8) Click on the “**In this section**” link.

9) What are four **common engineering course requirements**?

  __________________________
  __________________________

  __________________________
  __________________________

10) Click on PHY 205

   a. What is the prerequisite for this course? ____________________________

   b. What is the corequisite for this course? ____________________________

   c. How many credit hours is this course? ________

11) Find two course requirements specific to your **major**:

  __________________________

  __________________________

12) What are professional electives (in your own words)?

  __________________________

13) What is one course that would satisfy the math and/or science elective requirement?

  __________________________

14) How many total credit hours are you required to take for your major (**hint: university Core courses + common engineering courses + major course requirements**)? ________

15) On the left hand column, click on **University Academic Regulations**, and then XI. **Graduation and Degrees**. What is the **minimum** GPA you must maintain in order to graduate? ________
Registering for Your Courses

1) At the top menu bar, hover over Academics and click on Registrar to go to the Registrar’s website. On the left hand menu, click on Students, then select the link for Registration.

2) What does class standing mean?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

3) What is the process for advance registration?

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

4) Who is responsible for all of your course registrations (excluding your first semester of college)? ________________________

5) Do you register online or in-person? ________________________

6) When is your online registration time period for online registration? (Answer “NA” if you are an honors student, athlete, or have an accommodation for priority registration through the Office of Students with Disabilities/"OSWD") _____________________________

7) On the left side, click on Majors/Minors. If you want to change your major within the Shiley School of Engineering, which form would you use?

______________________________________________________________________________

8) If you want to transfer out of the Shiley School, which form would you use?

______________________________________________________________________________

9) (*Bonus*) How do you fill out these forms, and where do you take them first?

______________________________________________________________________________

Shiley School of Engineering Resources

1) Go to engineering.up.edu. Use the left side menu to navigate between pages within the Shiley website.

2) Select Faculty and Staff and scroll down to the bottom.
a. Who is the Academic Program Counselor for the Shiley School?
__________________________________________

b. Who do you contact if you are interested in Study Abroad?
__________________________________________

c. Who do you contact about internships and post-graduation career interests?
__________________________________________

3) Select **ABET Accredited Undergraduate Programs**. How many Bachelor of Science programs does Shiley have? ______ How many masters programs? ______

4) Select **Special Programs** and click on **Student Clubs**. What is one club that you find interesting from the list?

5) Within **Special Programs**, click on **Internships, Externships & Co-ops**. Click on the link to the Shiley School’s listing of information sessions, jobs, internships, and other relevant info.
   a. What is one event posted to this website (past or future)?
   __________________________________________________________________________

   b. What is one internship opportunity posted to this website?
   __________________________________________________________________________

6) Return to the **Shiley page** and click on **Students** and then **Advising Resources**.
   a. Select **Registration Student Protocol** (PDF). Which three groups have priority registration (e.g., register early)?
   __________________________________________________________________________

   __________________________________________________________________________

   __________________________________________________________________________

   b. You are able to register yourself for up to _____ credit hours per semester. Who do you contact to request approval for a credit overload? ________________

   c. Under what circumstances can you repeat a course?
   __________________________________________________________________________

   d. How many times can you repeat a course for a grade replacement? ______
e. Can you take an engineering or computer science course for pass/no pass?
________________________________________________________________________

f. Under what circumstances can you take an engineering or computer science course for pass/no pass?
________________________________________________________________________

g. When are students at the University of Portland placed on academic probation?
________________________________________________________________________

7) Retur to the Advising Resources page and under Program Information, click on your program of study (or interest). Scroll to the bottom of the program’s page and select the Degree Plan (for Students Entering 2014-2015).

a. What will this document help you with? ______________________________________
________________________________________________________________________

b. Approximately how many credits can you expect to take each semester in order to graduate in 4 years? (Note: the same credit load each semester applies to ROTC students on a 5 yr plan when factoring in Air Force or Army credits) _____ - _____

c. What are your program’s electives?
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

d. How many math classes do you have? _____ How many science courses do you have? _____ How many professional electives do you have? _____ How many technical electives do you have? _____

e. What is the prerequisite course for EGR 361 (Analysis of EGR Data)? __________

Campus Resources

1) On the top of the page, hover over Campus Life and select Shepard Freshman Resource Center. On the left side menu, click on Academic Success and then select one of the Tips and Guides.

a) What are three helpful things you learned?
b) Where is the **Math Resource Center** located?

___________________________________

c) Where is the **Integrated Writing Center** located?

___________________________________

2) On the top of the page, hover over **Campus Life**, click **Student Resources**, and investigate *four* resources:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Location</th>
<th>Why is it helpful to know about this resource?</th>
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2) On the top of the page, hover over **Services** and investigate *four* services:

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<th>Service</th>
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**Welcome to College!**

What do you consider to be the biggest difference between high school and college?