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College of Engineering

Academic Planning & Advising

Fall 2023

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Scholarship Opportunities

https://engineering.uiowa.edu/academics/engineering-scholarships

FAFSA Priority Deadline: February 1, 2024
Scholarship Application Deadline: February 1, 2024

April Tippett, Chief Financial Officer/Chief Operating Officer

https://engineering.uiowa.edu/academics/engineering-scholarships

Let's Check-in

Think back to your first assignment for this class and the steps you identified you would take to seek support. Remember who you listed you can reach out to…

Have you taken those steps? If not, why?

Who have you reached out to? Has that list changed?

What campus resources have you used and found helpful?

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Week 6 of the semester… Assignments, exams, commitments begin to pile up… Important to slow down and remember where you can turn for help.

Discuss in Pairs

Group share – What resources are helpful? New people/offices on your list of support resources?

Our most successful students have and utilize their support network and seek assistance from campus resources like Engineering Tutoring, Supplemental Instruction, and Counseling.

Asking for help – Where to go?

→ Academic Advisors
- Part of your support network – Let us know how you are doing
- Assistance navigating resources and deadlines
    - Drop/Withdrawal Deadline – Nov. 13
- eSST Advisor Drop-ins, M-F 11am-12pm in 3612 SC

→ Peer Advisors
- Provide student perspective on classes and navigating college life
- Drop-in hours, M-F 10am-12pm and 12:30-3:00pm, 3612 SC

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Academic Advisors:
- Advisors are often viewed as only offering support for selecting classes, but we also serve as part of your support network.
- We don't know how things are going. We don't have regular access to grades or personal information, so we rely on what you share with us.
- If courses are not going well this semester, we can help connect you to resources and discuss options. Students can drop most semester-length courses through Monday, November 13 at 4:30pm. This also the date to withdrawal from the entire semester (drop all courses). After this date, for dropping individual courses, students must submit an appeal and provide information about extenuating circumstances to be considered by collegiate administrators in the college in which the course is offered (Math, physics, chemistry – College of Liberal Arts and Sciences; ENGR – College of Engineering); for withdrawals, students will submit the appeal to the college of enrollment (ie. Biomedical Engineering student – College of Engineering).
- All first-year students, regardless if you are assigned to an eSST advisor, are welcome to join eSST Advisor drop-ins.

Peer Advisors: https://engineering.uiowa.edu/current-students/academic-support-and-tutoring/peer-advisors
- One Peer Advisor for each major; seniors who can provide perspective from the student point of view.
- Check-out the Peer Advisor website for bios for each peer advisor and a schedule of their specific office hours throughout the week.
- They are also offering opportunities to schedule virtual appointments on the website.
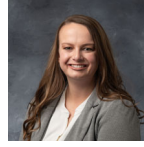
Academic Advisors

| Josh Atcher | Megan Allen | Alyssa Burks | Justine Hines | Derek Ikoma | Ryan Puhrmann |

Chemical Engineering: Faculty Advisor in CBE
Engineering Interest: Advisor in the Academic Advising Center

Let's Confirm: MyUI Homepage – Student Information – Programs of Study and Advisor Tile

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eSST Professional Advisors – Josh, Megan, Alyssa, Justine, Derek, and Ryan
- Primary advisor for all College of Engineering first year students, except Chemical Engineering students.
- Can schedule online with your assigned advisor using the MyUI Appointment Scheduler: https://myui.uiowa.edu/my-ui/student/records/advising/appointments.page. Students can select to meet in person or virtually over Zoom.
- Justine Hines is assigned as an additional advisor for CBE students. Still serve as a resource, but students assigned to faculty advisors must meet with their faculty advisor to be authorized for registration.

CBE Students assigned to faculty advisors.
- Faculty advisors serve as first point of contact and will authorize registration this semester. Find advisor information on MyUI – Student Information – Advising – Programs of Study and Advisor: https://myui.uiowa.edu/my-ui/student/records/registrar/programs-of-study.page.
- Faculty advisors schedule appointments in various ways – some may use the MyUI Appointment Scheduler: https://myui.uiowa.edu/my-ui/student/records/advising/appointments.page; others may prefer setting up appointments via email. If you are unable to reach your faculty advisor in their office or via email during the semester, please contact your departmental office for assistance; you will find their contact information on the College of Engineering's website: http://www.engineering.uiowa.edu/departments.
- As you build a relationship with your faculty advisor, consider the following:
    - Reach out and follow-up when you need assistance
    - Read UIowa email regularly & carefully before asking questions
    - Remember professional email etiquette
    - Have realistic expectations for response time
    - Do your own research & use resources around the College – many answers are out there online

Engineering Interest Students:
- Your advisor is likely located in the Academic Advising Center, C210 PC.
- If you have not been admitted for Spring 2024, you will meet with your advisor in the AAC to be authorized to register. You should reach out to Ryan Puhrmann, Director of Engineering Admissions and Outreach, for questions about admission and course planning as you work toward admission.
- If you have been admitted for Spring 2024, Josh Atcher will authorize your registration for Spring 2024. Reach out to Josh by email (Joshua-atcher@uiowa.edu) or by calling 319-335-5763 to schedule an appointment to be authorized.

Advising Reminders:
- Required to meet just once during a scheduled appointment for registration (welcome more times, of course).

Asking for help – Where to go?

→ Mental Health and Wellbeing Resources
- Mental Health at Iowa
- University Counseling
- Student Care and Assistance
- UI Wellness

→ Basic Needs and Support
- Food Resources (UI Food Pantry and Hawkeye Meal Share)
- Clothing Closet

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Student Success Workshops – Find additional workshops, workshop descriptions, and registration links on the website:
https://engineering.uiowa.edu/student-success-workshops

Mental Health at Iowa: serves as a single hub to easily explore the mental health service options on the UIowa campus
- Campus Mental Health Services, A Guidebook for Coping and Managing the Negative Impacts of COVID-19 (trauma, caring for self and others, sleep, etc.), Suicide Prevention Resources, and the Collegiate Recovery Program.
- https://mentalhealth.uiowa.edu/

University Counseling: offers a variety of counseling services for currently enrolled University of Iowa students
- The UCS offers a variety of counseling services for students, including individual therapy, group therapy (men's and women's groups, ADHD, eating disorders), relationship therapy, trans-inclusive services, black student support groups, collegiate recovery program, etc... Students can call University Counseling Service (UCS) at 319-335-7294 to schedule an appointment
- https://counseling.uiowa.edu/

Student Care and Assistance: provides assistance to University of Iowa students experiencing crisis and emergency situations
- crisis/emergency – illness/hospitalization, death of family/friends, trauma
- https://dos.uiowa.edu/assistance/

Wellness: https://studentwellness.uiowa.edu/
- Supports student success by promoting sustainable health behaviors and fostering a culture of wellness. Appointments are available to assist with: fitness, nutrition, sleep, stress management, alcohol and drug support, tobacco and e-cigarette support, etc.

Basic Needs and Support: https://basicneeds.uiowa.edu/
- This site provides listings for campus and community resources that help support basic needs. Food insecurity, child care, health and wellness, mental health, and others are examples of resources you'll find in the directory.

Food Resources: https://basicneeds.uiowa.edu/tags/food
- This includes the UI Food Pantry (https://basicneeds.uiowa.edu/resources/ui-food-pantry) and Hawkeye

Meal Share (https://dos.uiowa.edu/assistance/meal-share/)
- The food pantry is a free service available for ANY student, staff, or faculty member at the University of Iowa. There are no financial requirements.
- The food pantry is located in G200 IMU – ground floor of the IMU.
- The food pantry is open every Tuesday (2-7 pm), Wednesday (11am-5pm and 7pm-9pm), Thursday (5-8pm), and Friday (9am-2pm). For more information, check out: https://basicneeds.uiowa.edu/resources/ui-food-pantry.
- Hawkeye Meal Share is an initiative that gives students the opportunity to donate their unused guest meal swipes online to any undergraduate, graduate, or professional student in need at the University of Iowa. If you are a student experiencing food insecurity, you can request assistance through the Hawkeye Meal Share program by filling out a short form on the Meal Share website. Student Care & Assistance will contact you to discuss support, eligibility, and the process for obtaining meal assistance. If you have an immediate need, please call or stop by the Office of the Dean of Students in 135 Iowa Memorial Union, otherwise requests will be responded to within 24 hours.
  - https://dos.uiowa.edu/assistance/hawkeye-meal-share

Clothing Closet: https://imu.uiowa.edu/imu-services/clothing-closet
- Provides students with access to quality, new or used professional clothing at no cost. Each semester, a student can get free professional clothing to be used for interviews, jobs, class presentations, and more.

Registration Timeline – Spring 2024

→ October 2: Courses available on MyUI / Schedule Builder Opens
  - Begin exploring courses (times / descriptions / instructors) and adding them to the course cart on Schedule Builder.

→ October 2 – November 17: Schedule an appointment with your advisor for registration authorization.
  - All Engineering students are required to meet with an advisor to be authorized every semester.
  - Discuss courses for next semester – If advisor approves your course selection, they will authorize registration
  - **Unlike Orientation, you do not register for classes during the meeting with your advisor**

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Now we will transition to talking about the other piece of our role... supporting students through the registration process.

We know it seems early to be thinking about Spring classes, but it will be here before we know it.

Remember you must be authorized each semester –
  - Starting October 2, you will be able to see course availability on MyUI.
  - October 2 – November 17, schedule an appointment with your advisor. Authorization is received after your advisor reviews and approves your course selection; they will have to push a button in the system that will allow you to sign up for your courses during Early Registration. **You do not register during the appointment!** We will discuss how to schedule a meeting with your advisor in a couple of slides.

Registration Timeline cont. – Spring 2024

→ October 16: Individual registration times posted on MyUI
- Your individual registration date/time is the earliest you will be able to log on to MyUI and officially register.
- Times are assigned by number of semester hours/credits completed

→ November 6 – December 1: Early Registration on MyUI
- Log on to MyUI and register on your own device

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Early Registration is a three-week period (Nov. 6-Dec. 1) during the semester when everyone is given a time in MyUI when they will be able to go login and register for their courses on your own device!

Students are assigned an early registration time based on the number of semester hours/credits completed, which usually means first-year students will have a date closer to the end of the three-week period. Some students will receive an earlier date due to Student Disability Services Accommodations, athletics involvement, or certain scholarships. You will find the date/time posted on the MyUI homepage on October 16. It will appear in a Spring 2024 box.

How do you schedule your appointment?

→ eSST Advisees / AAC Advisees
- October 2 – November 17: Schedule meeting on MyUI with your assigned advisor for registration authorization

→ CBE Faculty Advisees
- October 23 – November 3: Schedule meeting with your faculty advisor for registration authorization.
- May need to email your advisor if times are not available on MyUI.

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eSST and CLAS advisees:
- On MyUI appointment scheduler, select your advisor from the drop-down and schedule an individual meeting.

CBE students assigned to faculty advisors:
- Faculty advisors schedule appointments in various ways – some may use the MyUI Appointment Scheduler: https://myui.uiowa.edu/my-ui/student/records/advising/appointments.page. Others may prefer setting up appointments via email. If you are unable to reach your faculty advisor in their office or via email during the semester, please contact your departmental office for assistance; you will find their contact information on the College of Engineering's website: http://www.engineering.uiowa.edu/departments.
- As you build a relationship with your faculty advisor, consider the following:
    - Reach out and follow-up when you need assistance
    - Read UIowa email regularly & carefully before asking questions
    - Remember professional email etiquette
    - Have realistic expectations for response time
    - Do your own research & use resources around the College – many answers are out there online
- Watch for emails from your advisor or department with additional information.

Advising Resources

1. Degree Audit
2. Sample Four-Year Plan
3. Searching for Engineering gen ed courses
4. Adding Courses to the Schedule Builder
5. Registration checklists

These are located on the College of Engineering "Preparing for your academic advising appointment" webpage.

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These documents are included on the College of Engineering website: https://engineering.uiowa.edu/current-students/academic-advising/preparing-your-academic-advising-appointment.

Be sure to review each document in detail. We will briefly overview notes on each document in the next few slides.

Let's pull up your <u>degree audit</u>

Pull up the degree audit handout:
https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2023-08/Handout - How to Find and Use Your Degree Audit.pdf

Review it carefully.

Practice using your degree audit

→ What courses are completed? In Progress (IP)?

→ Are transfer and AP courses appearing on your audit?

→ Are there any courses in your course pool?
- If so, are any of them split credits (<S)?
- Do you think that any course should be awarding credit toward degree completion?
- Write down questions for your advisor.

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Pull up your degree audit on MyUI and answer the questions on this slide.

Let's learn how to use your [sample 4-year plan](#)

Pull up the handout: [https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2023-08/Handout - How to Find and Use a Sample Four-Year Plan.pdf](https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2023-08/Handout%20-%20How%20to%20Find%20and%20Use%20a%20Sample%20Four-Year%20Plan.pdf)

Review it carefully.

- [BME Sample Four-Year Plan](#)
- [CBE Sample Four-Year Plan](#)
- [CEE Sample Four-Year Plan (Civil)](#)
- [CEE Sample Four-Year Plan (Environmental)](#)
- [CSE Sample Four-Year Plan](#)
- [EE Sample Four-Year Plan (Computer)](#)
- [EE Sample Four-Year Plan (Electrical)](#)
- [ISE Sample Four-Year Plan](#)
- [ME Sample Four-Year Plan](#)

Practice using sample 4-year plans

→ What courses are only offered in Spring? Fall?

→ What are the prerequisites for Engineering Math IV? What course has the most prerequisites?

→ Do you have any sequencing in your major?

Pair with a partner with a different sample 4-year plan.

→ What is the same?

→ What is different?

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Top Hat Poll

As you look through classes on the Sample 4-year plan, what is one class you are looking forward to learning more about or taking?

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Your Degree Audit and Sample 4-year Plan

→ Contain similar but different information
  - Both layout courses for a four-year plan as recommended by the departments.
  - Gen eds and Rhetoric are at the top of the degree audit and built into semesters on sample 4-year plan.
  - Degree audit is personalized, shows your own courses and progress towards degree
  - Sample 4-year plan has information about when courses are offered (S/F/All) as well as the prerequisites (P) and corequisites (C) required to take a course.

→ Important to use both documents each semester!
  - Request new degree audit and download new sample 4-year plan each semester for planning

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- Both documents provide an order of courses for a four-year plan of each major as recommended by the departments.
- Same format/order, except gen eds are separated at the top of the degree audit and built into the semesters on the 4-year sample plan.
- Similar but different
  - Degree audit is personalized, shows your own courses and progress towards degree
  - 4-year sample plan has information about when courses are offered (S/F/Su) as well as the prerequisites and corequisites required to take a course.

- Check at least once a semester and talk with your advisor or a peer advisor with any questions