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# Academic Planning & Advising Part 2

Fall 2023

## Agenda for today

- Review of Sample 4-year Plan
- Nuanced Advising
- General Education Requirements
- Pre-Professional designations, minors, and certificates
- Taking Summer Courses
- Creating a MyPlan
- Pre/Post registration checklists
- Changing courses after registration

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## 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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Sequencing:

BME – pretty flexible

Electrical – ECE:2400 and ECE:2410 and PHYS:2704 (S- 2<sup>nd</sup> year) to ECE:3410 (F – 3<sup>rd</sup> year) to ECE:3720 (S – 3<sup>rd</sup> year)

Civil – not to a point where it could delay too greatly

Enviro – CEE:3155 (S – 2<sup>nd</sup> year) to CEE:3430 (S – 3<sup>rd</sup> year) to CEE:4374 (F – 4<sup>th</sup> year)

CSE – ECE:3320 (F – 3<sup>rd</sup> year) to ECE: 3350 (S – 3<sup>rd</sup> year) to CS:3620 (4<sup>th</sup> year)

ISE – ISE:3700 (F – 3<sup>rd</sup> year) to ISE:3350 (F – 4<sup>th</sup> year)

ME – ME:3045 (S- 3<sup>rd</sup> year) to ME:4048 (F – 4<sup>th</sup> year)

# 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

# Advising Reminders

- Although the degree audit and sample 4-year plans provide a guide to follow, not all students complete the courses as laid out on those documents. Build your individual plan with your advisor.
  
- Rhetoric – required for everyone!
  - If you do not already have credit for Rhetoric, were unable to enroll in it at Orientation due to seat availability, or decided to take a gen ed instead, plan to take Rhetoric in the spring semester. Check your degree audit to confirm which course you need to take – RHET:1030 / RHET:1040 / RHET:1060.
  
- Honors – CHEM:1120, RHET:1030, Gen Eds
  - These courses offer Honors sections in the spring semester. Use the Honors filter on Schedule Builder to help select an honors section.

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For more information about Honors, visit the website: <https://honors.uiowa.edu/>

# Advising Reminders

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## →Math sequence

- If currently enrolled in MATH:1005 College Algebra, register for either MATH:1010 Trigonometry or MATH:1020 Elementary Functions.
- If currently enrolled in MATH:1010 Trigonometry or MATH:1020 Elementary Functions, register for MATH:1550 Engineering Math I.
- *NOTE: for all math courses leading up to MATH:1560 Engineering Math II, you must achieve a C- or higher in order to move into the next course in the sequence.*

## →Chemistry sequence

- If currently enrolled in CHEM:1070 General Chemistry, register for CHEM:1110 Principles of Chemistry.

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## General Education Requirements

- Equivalent of five, 3sh, non-STEM courses required
- Opportunity to pursue a minor or certificate
- Need help finding a Gen Ed?
  - Review the [Searching for Engineering Gen Ed Courses Handout](#)
  - Ask a [Peer Advisor](#)

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Pull up the gen ed webpage and review the requirements.

General Education Requirements (<https://engineering.uiowa.edu/current-students/advising-and-academic-information/general-education-component>) are included on degree audit towards the top before the layout semester-by-semester and on 4-year sample plan built into the semesters.

**How to choose a gen ed** – relevance to major, interest, minor → especially important to pick selectively if you are planning to pursue pre-health and/or business minor

The Searching for Engineering Gen Ed Courses Handout (<https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2023-08/Handout - Searching for Engineering Gen Ed Courses.pdf>) goes over a variety of ways to search for gen eds on MyUI and provides additional information about the Be Creative / Diversity, Equity, and Inclusion requirements.

# Pre-professional designations, Minors and Certificates

- You don't need one!
- Declare on your own on [MyUI](#)
  - [Pre-health](#) and [Pre-law](#): Contact the Academic Advising Center (AAC), C210 PC or 319-353-5700
  - It is important that you declare so you can receive important information about the programs.
- Request a “[What If](#)” degree audit to plan
- Can use [Gen Eds to complete](#)

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You can declare minors and certificates on MyUI: <https://myui.uiowa.edu/my-ui/student/records/registrar/programs-of-study.page>

Pre-health (<https://advisingcenter.uiowa.edu/pre-health>) and Pre-law (<https://advisingcenter.uiowa.edu/pre-law>) : Contact the Academic Advising Center (AAC), C210 PC or 319-353-5700. The links provide additional advising information created by the Academic Advising Center.

- Students who are pre-health or pre-law will have an additional advisor in the Academic Advising Center that will be assigned through graduation. Your AAC advisor will be able to provide more nuanced advising through the search and application process for graduate programs. Your Engineering advisor will still authorize registration every semester.

“What if” degree audits can be pulled on the degree audit page. These will highlight all the requirements for the program of study, so you can learn more about what would be expected.

Pull up the Majors/Minors/Certificates page (<https://engineering.uiowa.edu/academics/first-year-students/programs-study-majors-minors-and-certificates>) to find information about minors and certificates.

Below is how students can complete the Business minor using requirements already required for the Engineering degree.

- MATH:1550 covers MATH:1350
- ENGR:1300 covers BAIS:1500
- STAT:2020 covers STAT:1030
- 3 approved course subject gen eds could be ECON:1100, ECON:1200, MGMT:2000, MGMT:2100, or MKTG:3000
- Depending on major, 3-5 could be applied as Focus Area Electives: remainder from list above, but ACCT:2100, ACT:2200, and FIN:3000 can only be focus area electives since they are not approved course subject categories for gen eds. Really a conversation with their faculty advisor.
- It is possible that students may need to complete a couple of courses beyond the requirements for their degree depending on what gets approved for elective focus area courses in their department.

## On your sample 4-year plan...

- Cross off courses you have completed as noted on your degree audit
  
- Circle the initial set of courses you think you will register for in Spring 2024.
  - How many courses/semester hours do you feel comfortable taking?
  
- Write down initial questions you plan to ask your advisor.

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# Summer Courses

→ Why might you take summer courses?

- Catch up in the curriculum
- Get ahead in the curriculum
- Spread out courses
- Study abroad

→ Summer Registration at Iowa: March 4-8, 2024

→ For more information: [Taking Summer Courses webpage](#)

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Additional Context for Why:

- Behind in Math or Chemistry
- Avoid taking Chem and Physics together in the same semester – avoid 18sh

Pull up the Taking Summer Courses Webpage and review: <https://engineering.uiowa.edu/current-students/academic-advising/taking-summer-courses>

Things to consider when planning for summer:

- What else you are doing for the summer?
  - Working 40 hrs/week and taking 2 courses may not be a great plan.
  - Taking a summer vacation? This may affect your ability to fully engage with a summer course.
- Courses are offered in 4-, 6-, 8-, or 12-week sessions at Iowa – could be similar or different at a community college. It is important to be aware of when courses are offered and how those align with summer plans.
- Consider 16 weeks worth of content put into 4 weeks – may not want to take 2 4-week courses that overlap.
- Consider costs – pay by the credit. Could be different costs at University of Iowa vs community college
- Want to take courses online or in-person?

Notice the courses offered at Iowa for Summer 2024 – some online and some in-person

Summer at another institution:

Pull up the Transfer Guide page and show students a transfer guide so they can see what will transfer.

Pull up Transferology and create an account to search for courses that transfer from other institutions.

- It is important to inquire about whether the course will be offered – the guides only highlight what transfers, not whether it is offered.

**Let's create a MyPlan**

**Bring up MyUI on your device.**

Navigate to the MyPlan page on MyUI: <https://myui.uiowa.edu/my-ui/student/records/advising/plans/my-plans.page>.

# MyPlan Overview

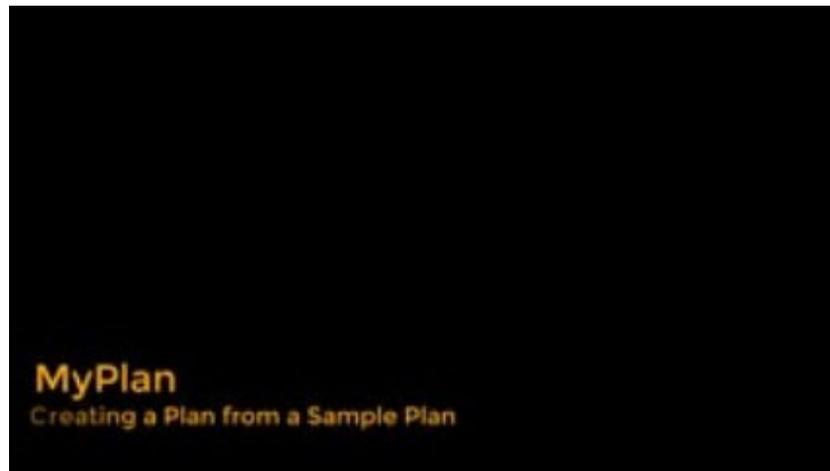


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Review the video here: <https://vimeo.com/289696350>

# Creating a MyPlan from a Sample Plan



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Review the video here: <https://vimeo.com/289503669>

Follow along and create your own MyPlan.

# Tips for using MyPlan

→ Use your degree audit and Sample 4-year plan in conjunction with the MyPlan.

- MyPlan does not alert you if you have a course scheduled in a semester it is not typically offered, unless that semester's courses are published for viewing on MyUI (only the next immediate semester is published). The semesters in which courses are offered are easier to identify on the Sample 4-year plan.
- MyPlan does not check to ensure you are meeting corequisite requirements. Corequisites are easier to identify on the Sample 4-year plan.
- MyPlan may not always correctly identify if you have a requirement completed. Courses you have completed are more easily identified on the degree audit.

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To walk through these important tips, create a MyPlan for Biomedical Engineering – even if you are pursuing a different major.

1. Have a MyPlan created for Biomedical Engineering
2. Click to view/edit to bring up your MyPlan

## COURSES OFFERED IN ONLY SPRING OR FALL SEMESTERS

1. Click on BME:2010 BME Professional Seminar (fall 2024)– see the NOTES section where it indicates this course is typically only offered in the fall semester.
2. Drag BME:2010 into the Spring 2024 semester. This will bring up a warning, noting that the course is not offered Spring 2024.
3. Drag BME:2010 into the Spring 2025 semester. Note that this does not bring up a warning. Although it won't be offered in Spring 2025, those courses are not currently published on MyUI so the warning does not appear.

## MYPLAN DOES NOT CHECK COREQUISITES

1. Drag MATH:1560 to Spring 2025.
2. Note that an error/warning appears for MATH:2560 because MATH:1560 is a prerequisite, but it does not appear for ENGR:2110 although MATH:1560 is a corequisite for the course.
3. Click into both MATH:2560 and ENGR:2110 to note that MATH:1560 is listed as a prerequisite in pink for MATH:2560, but is not indicated as a corequisite for ENGR:2110.

## MYPLAN DOES NOT ALWAYS HAVE COURSES LISTED ACCURATELY

Sometimes students may find that they have credit for a requirement on their degree audit, but the course is still listed as needed/unfulfilled on the MyPlan. It is important to look through the degree audit and compare and remove courses from the MyPlan for which you already have credit on their degree audit.

## Tips for using MyPlan

- Be Creative requirement shows up in the work area. Don't forget to bring up into the semester layout.
- Some courses allow a selection of options. Requirements are not checked until the selection is made.
- Know that your MyPlan is flexible – it can be changed semester to semester as you make different decisions about your path
- If you make your MyPlan editable, your advisor can make comments and adjustments when you review it together

For additional help, find video tutorials for MyPlan [here](#).

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### BE CREATIVE IN THE WORK AREA

1. Click into the work area to see the Be Creative in the work area.
2. The Be Creative is one of the 5 gen ed courses noted on the Sample 4-year Plan. You can use that to identify where it would normally show up in the plan.

### COURSE SELECTION ON THE MYPLAN

1. Click on the Thermo / Intro to AI box in Fall 2024.
2. Note that you can pick your option. Until the course has been selected, it will not check for prerequisites or semester availability.

Find additional help for MyPlan here: <https://myui.uiowa.edu/my-ui/help/registration/academic-planning.page>

# Pre- and Post- Registration Checklists

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## Pre-Appointment Checklist for Registration

- Schedule a meeting to be authorized to register.
- Find your advisor's information listed on [MyUI/Student Information/Advising/Programs of Study & Advisors](#).
- Look for an email from your advisor, the College, and/or your department containing information about the best way to meet with your advisor.
- Faculty advising begins in late October / early November. This is typically when faculty will have appointments available on [MyUI Appointment Scheduler](#). *Some departments offer drop-in group advising for students assigned to a faculty advisor—watch for more information in October from the College or your department about this advising option.*
- Review your [degree audit](#) and note whether it reflects accurate course credits you expected.
- Use your major's [sample four-year plan](#) to select courses for the fall semester.
- Consult the [Peer Advisors](#) during office hours (Monday-Friday, 10am-12pm and 12:30-3pm) for a student perspective.

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## Post-Appointment Checklist for Registration

- After October 2, review course descriptions on [MyUI](#).
- After October 16, check [MyUI](#) to find the date and time your registration will open. Early Registration is November 6 - December 1.
- Resolve any registration holds prior to your registration date. To check for holds, log into your MyUI, and click the Home tab. Holds and contact information will be displayed under Important Registration Information in the appropriate session boxes. You will not be able to register if you have a hold.
- Add your selected courses to the [course cart](#) in Schedule Builder and build/save preferred schedules. For assistance and FAQs: [Schedule Builder](#). Visit the [Peer Advisor](#) drop-in hours (M-F 10am-12pm and 12:30-3:00pm) for additional assistance.
- Before enrolling on your registration date, ensure there are still open seats in the course sections in your preferred schedule. If not, build new schedules before attempting to enroll.
- After enrolling, check your Spring 2024 schedule on the MyUI Courses/

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Review the Pre-Appointment Checklist (<https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2023-08/Pre-Appointment Checklist for Registration - Fall 2023.pdf>) prior to your scheduled advising appointment to ensure you are fully prepared to meet with your advisor.

- This covers most of the information we have discussed in lecture these past two weeks.

The Post-Appointment Checklist (<https://engineering.uiowa.edu/sites/engineering.uiowa.edu/files/2023-08/Post-Appointment Checklist for Registration - Fall 2023.pdf>) will cover important information to consider as you prepare to register for your next semester courses.

- This covers some important information about registration holds, waitlists, and post-semester adjustments if prerequisites/requirements are not met.
  - Spring 2024 registration holds for Admissions will be going live Friday evening. These will be the Lacks Transcripts holds and/or Lacks Test Scores holds for those who are missing their official ACT and SAT scores, final official high school transcripts, and final official college transcripts for credit earned while in high school or over the summer between high school and college. Official test scores are required if they were used for admission or scholarships. Final high school transcripts are required to have the date of graduation. For students who have earned college credit it is the policy to have an official transcript from all institutions where college credit was earned. If a student reports not earning credit from an institution we have on file, we require a letter of non-attendance from the institution.
  - Admissions will be notifying students of the hold and the registration implication on Monday, October 2<sup>nd</sup>. They will continue to send reminders every two weeks until the needed items are received up until the start of the Spring 2024 semester. They have about 1,700 holds going out this year.

## Changing your schedule after registration

- Use the [Courses/Registration](#) tab to drop or change sections
- Unless you are starting from scratch, use the Course Search on the Courses/Registration tab to add courses – do not use the schedule builder.
  - Find an open section that fits into your schedule and directly enroll by clicking the blue “Enroll” link. If the section is full, you can add yourself to the waitlist.

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Pull up your current registration on MyUI Courses/Registration: [https://myui.uiowa.edu/my-ui/courses/dashboard.page?uip\\_ticket=SGT-316ac8-hVSLTH7H5i-KnR7yqs-DcRyv\\_ufBCZY94g0cHC-QZcQkwDg4l0F](https://myui.uiowa.edu/my-ui/courses/dashboard.page?uip_ticket=SGT-316ac8-hVSLTH7H5i-KnR7yqs-DcRyv_ufBCZY94g0cHC-QZcQkwDg4l0F). Make sure you are on Fall 2023 Session in the top right corner to see your Fall 2023 courses. Notice the Drop/Change buttons on the right side of the screen next to your current courses. This is where you can drop or change sections of courses once you are already enrolled.

Scroll down on the page to see the course search. Search PSY in the course subject and 1010 in the course number. Since the course does not start until October 9 and there are still seats remaining, it is still open. You should see a blue enroll link next to open. Note that this is how you can directly enroll in the section once you have confirmed it fits with your current schedule.

## Looking Ahead...

- All College of Engineering first-year students will be assigned to a faculty advisor in their department before spring semester.
  - Undeclared students remain with their eSST advisor until they declare.
- When choosing courses for Fall 2024 – students will be required to meet with their faculty advisor to be authorized to register.
- eSST Advisors will remain as an additional advisor for support throughout the spring 2024 semester.

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First-year students who have declared their major will be assigned to a faculty advisor during winter break. Students will receive an email to notify them that a new advisor has been assigned and may also receive an additional email from the department administrator to welcome them to the department and provide additional information about the newly assigned faculty advisor.

Students who are undeclared will remain assigned to their eSST advisor until they declare their major. As students enter their 3<sup>rd</sup> semester in the College, it is helpful to declare your major as the third semester in the curriculum begins to vary from major to major based on the engineering core courses that are most important for moving forward with major specific coursework.

eSST Advisors will remain assigned as an additional advisor as students transition to their faculty advisors. eSST advisors will not authorize registration, but will be able to provide support navigating deadlines, planning, and navigating personal obstacles that arise throughout the semester.

# Registration Timeline – Spring 2024

## eSST Advisees

→ October 2 – November 17: Schedule meeting on [MyUI](#) with your assigned advisor for registration authorization

## CBE Faculty Advisees

→ Mid-late October: Schedule meeting with your faculty advisor for registration authorization. May need to email your advisor if times are not available on MyUI.

→ October 23 – November 3: Faculty advising weeks

## Everyone

→ October 2: Courses available on MyUI / Schedule Builder Opens

→ October 16: Individual registration time posted on MyUI

→ November 6 – December 1: Early Registration on MyUI

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Some differences in how authorization happens depending on who advises you:

- CBE: watch for email from your faculty advisor
- CLAS: schedule with AAC advisor as instructed
- Everyone else: meet with your eSST advisor

## Next Steps and More Information

- Schedule your appointment with your advisor.
- Add courses to your course cart before meeting with your advisor

### Additional Information:

- Visit the College of Engineering [Academic Advising webpage](#) to review academic advising information
- Meet with a [Peer Advisor](#) during drop-ins
  - M-F 10am-12pm and 12:30-3:00pm, 3612 SC
- Visit eSST Advisor drop-in hours
  - M-F 11am-12pm in 3612 SC

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QUESTIONS?

Academic Advising webpage: <https://engineering.uiowa.edu/current-students/academic-advising>

Peer Advisor webpage: <https://engineering.uiowa.edu/current-students/academic-support-and-tutoring/peer-advisors>

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**Thank You! Go Hawks!**