9/23/22

Hello Students:

Hope Week 0 of Fall Quarter is going well so far! We have some quick announcements below that may be helpful as we approach Week 1.

**Drop-ins Week 1 & 2**

Drop-in advising will begin Monday, September 26, 2022.

https://student.engr.ucr.edu/academic-advisor-availability

**Week 1 Drop-ins**

Last names A-L ENCS:

Monday 9:00AM - 11:30AM https://ucr.zoom.us/j/95666697757

Tuesday 8:30AM -11:00AM https://ucr.zoom.us/j/95666697757

Wednesday 1:00PM - 3:30PM  https://ucr.zoom.us/j/95666697757

Thursday 1:00PM - 3:00PM https://ucr.zoom.us/j/95666697757

Friday 9:00AM - 11:00AM https://ucr.zoom.us/j/95666697757

Last names M-Z ENCS

Monday, Thursday, and Friday 9:00AM-11:30am: https://ucr.zoom.us/j/98390119837

Tuesdays and Wednesday 1:00PM-3:30PM: https://ucr.zoom.us/j/98390119837

All CSBA and Data Science

Mondays 9:00AM-12:00PM: https://ucr.zoom.us/j/98571862260

Tuesdays 12:00PM-2:30PM: https://ucr.zoom.us/j/98571862260

Thursdays 9:00AM-11:00AM: https://ucr.zoom.us/j/98571862260

Fridays 9:00AM-11:00AM: https://ucr.zoom.us/j/98571862260

**Emailing your Academic Advisor**

Make sure you follow our email protocol, having the correct email address and subject heading impacts our ability to respond to your emails. https://student.engr.ucr.edu/emailing-your-academic-advisor

Be sure to send an email from your UCR Student Email account to: BCOEAdvising@engr.ucr.edu

List in the subject line*: MAJOR CODE and your Full Name*.

Please be sure to include your Student ID# (86*******) in the body of your email.

**Deadlines**

**Dropping and Adding a Course via R'Web:**

Friday, October 7th, is the last day to add/drop courses in R'Web (no fee) without a "W" appearing on your transcript. https://registrar.ucr.edu/calendar

Friday, October 7th, is the last day for undergraduates to get dean approval to enroll in 10 or fewer units (and reduced tuition). http://myforms.ucr.edu/enrollmentadjustment.aspx

**Course Planning Resources**

As you continue to make adjustments to your Fall schedule, you may refer to the Academic Advising Videos for some quick tips.: https://student.engr.ucr.edu/video-advising-resources

**Check how you can stay on track with your graduation goal using your Major Suggested Course Plan:** https://student.engr.ucr.edu/majors

**Computer Science Course listings 2022-2023:**

- Bookmark this page - valuable resource for course planning:
  https://www1.cs.ucr.edu/undergraduate/course-listings

**REGISTRATION TIPS:**

1. Enroll in courses using R'Web..
2. Use the online Schedule of Classes (www.classes.ucr.edu) to find open courses and the course record number(s) (CRN).
3. Check your degree audit in R'Web, the suggested course plan (https://student.engr.ucr.edu/majors), and the approved Breadth worksheet (http://student.engr.ucr.edu/policies/requirements/breadth.html) to determine what courses you have remaining. You can also go to this link for visual guidance for more in-depth course planning guidance (https://student.engr.ucr.edu/student-success-programs).

4. Confirm that you have satisfied all prerequisites for the courses in which you plan to enroll. Prerequisites are listed in the UCR General Catalog (http://catalog.ucr.edu/) and your degree audit. Click the course and the catalog description will appear in a pop-up.
5. After you have enrolled, check your schedule in R'Web, your UCR Student email, and your Canvas account regularly for any changes to the courses you have enrolled in.
6. If you need assistance enrolling in a course use the appropriate resources:

*CNAS courses* (i.e., Math, Physics, Chemistry, Biology, Statistics) please use the online form here: https://ucrbsgsac.wufoo.com/forms/enrollment-request/ .

*BCOE courses* (i.e., Computer Science, Mechanical Engineering) please use the online form here: http://student.engr.ucr.edu/enrollmentassistance.html .

*CHASS courses* (i.e., History, Political Science) please use the online form here: https://chassems.wufoo.com/forms/chass-enrollment-request-form/

*School of Business Permit request form* (CSBA Majors use this form) please use the online form here: https://business.ucr.edu/undergraduate/student-forms

*Please use this form if you need to enroll in Upper Division Business courses that have prerequisites of: CS 008, STAT 008, and/or BUS 101. As a CSBA major, please be advised that you do not need to take these courses. Please be advised that you must complete STAT 155 where STAT 008 is the prerequisite.*

To Waitlist a course, you will only be allowed to waitlist for the discussion/lab section (the secondary part of the course). A seat in the lecture is assumed if there is a seat in the discussion/lab. If a seat becomes available, you will be sent an email to add both sections. You will only have 24 hours to add the available seat, so keep watching your email. If you miss the 24 hour window to add the course, that seat is offered to the next student in line and you will be dropped from the waitlist. If you drop yourself from the waitlist, either accidentally or on purpose, you will lose your place on the waitlist. For more details, you can click this link: https://registrar.ucr.edu/registering/waitlist.

Warm Regards,

Terri, Angelica, and Michael
CS, CSBA, DTSE Advising Team

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