

**From:** BCOE Advising <bcoeadvising@engr.ucr.edu>  
**Sent:** Thursday, September 29, 2022 11:19 AM  
**Subject:** \*\*Week 1 Message MCEN FR SO ENGR ENLM ENPR ENUN ENVS  
**Importance:** High

My weekly messages are like a mullet—fun up front and business on the back end. See the basics below and the details below that. Even the basics have hyperlinks. If I am anything, I am consistent. To know me is to have reasonable expectations of me.

I hope that you are managing yourself in a manner that you prefer. If not, breathe deeply, forgive yourself, and reach out to a resource for support. Do not worry about choosing the right resource. Resources are good at making referrals to each other.

I am out of the office beginning noon today (Thursday, September 29), tomorrow (Friday, September 30) and Monday, October 3

The upper division MCEN advisor will manage my drop-ins Friday and Monday  
I will read and respond to e-mail sent after 11:59 and 30 seconds today on Tuesday

Friday, Oct 7 at 11:59 PM is the deadline to add and drop classes through R'Web registration  
A department can end a wait list at any time between today and Friday, Oct 7 without offering you a seat  
MyForms opens Saturday, Oct 8 at 12:01 am to make enrollment adjustments  
Drop-ins change to appointments in weeks 3-5  
Proper email protocol results in faster response times

#### R'Web Add/Drop Deadline

- If you're waitlisted for a class and under 12 units, get a new class NOW
- Waitlists close and drop unenrolled students
- Send email regarding waitlist class concerns

#### WTH is an enrollment adjustment...

- A change made to your schedule after R'Web registration closes
- Adding a class, dropping a class, changing the grading basis
- Email with questions

#### Drop-ins vs. Appointments

- Drop-ins are for quick questions and high volume times
- Appointments are for in depth matters
- Not sure what is quick or in depth? [We figured it out for you](#)

#### Emailing Me

- Do not send email to my work email account
- I won't see it because it shouldn't be there or it went to spam
- [bcoeadvising@engr.ucr.edu](mailto:bcoeadvising@engr.ucr.edu) is a routing system
- Incorrect subject line formats route to incorrect places
- My email response time deserves awards

Type to you soon. Midterms and fall registration will begin before you know. The quarter system ain't a joke, but it sure is funny. BTW, so am I. 😊

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