So sorry for the late Weekly Email. I was out sick this past Friday, and that affects so much!

HOW TO SEND AN EMAIL

https://student.engr.ucr.edu/contact-my-advisor

All BCOE students are asked to follow this requested protocol when sending an email:

Be sure to send an email from your UCR Student Email account to: saelen@engr.ucr.edu
List in the subject line*: ELEN and your Full Name*.
Please be sure to include your Student ID# (86*******) in the body of your email.

This process allows our office to monitor, help and respond as quickly as possible to your requests and needs; by following the protocol we are able to filter your email correctly.
Please be mindful of how you communicate. This is a simple task, but one that is important.

ADVISOR AVAILABILITY

https://student.engr.ucr.edu/contact-my-advisor

Here is the link to find an open Appointment time: https://calendly.com/bcoe_advising-elen.
Please note that Appointments are open for in-person meetings, or via Zoom.
Appointment time slots are for 15 minutes.

Drop-ins this week (via Zoom):
Mondays   UCR Closed (President's Day)
Tuesdays   130-230pm (https://ucr.zoom.us/j/99262529929)
Wednesdays   130-330pm (https://ucr.zoom.us/j/99262529929)
Thursdays   830-11am (https://ucr.zoom.us/j/94811421267) – I will step away for a short time, but will be back online (930-1015'ish)
Fridays   830-11am (https://ucr.zoom.us/j/94811421267)

QUARTERLY DEADLINES & FEES

You can view quarterly deadlines at this link:
https://registrar.ucr.edu/calendar

The last day to Change the Grading Basis using the Enrollment Adjustment Form ($4 Fee): March 3 @ NOON

Please use the online forms website: myforms.ucr.edu, to complete the required online form(s) within the listed deadline(s).
Always make sure you list all parts of a course when submitting a form.

2023 SPRING QUARTER GRADUATION

If you will be graduating in the 2023 Spring Quarter (taking your last classes), the graduation application is open.

Please be sure to enroll in spring quarter classes before you apply for graduation.
You will need to login into R'Web to submit your graduation application. You can find this under the 'Graduation, Grades & Test Scores' tab.
Once you have registered for spring, applied for graduation; be sure to refresh your degree audit and see if you are at 98% with the 'degree progress' bar. Let me know if you are not.

The 2023 Spring Quarter graduation application deadline is March 6.

Be in the know, check the website for more information on graduation:
http://registrar.ucr.edu/registrar/guide-to-graduation/index.html

This is a shorter version that I normally share, but wanted to get something to you for this week.

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Thomas McGraw

Academic Advisor for students in:
Computer Engineering (CEN)
Electrical Engineering (ELEN)
Materials Science & Engineering (MSE)

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