

From: BCOE Advising — ELEN <saelen@engr.ucr.edu>
Sent: Friday, February 24, 2023 10:50 AM
To: BCOE Advising — ELEN <saelen@engr.ucr.edu>
Subject: ELEN - Week #8, 2023 Winter Quarter

Here comes the downhill slide as we start Week #8. Have you looked ahead at Final Exam's and the schedule? Have you kept attending classes? Are you caring for you?

I am out of the office on Monday, Tuesday and Wednesday. I will be attending the NACADA (National Academic Advising Association) Conference with a couple colleagues. I hope I can bring back some improved skills to help as your assigned Academic Advisor.

There is a new process for Drop-ins, be sure to read my availability part of the email.

ADVISING NOTES FOR YOUR MAJOR (ELEN)

~When using the suggested Course Plan, always use the one you are assigned to (you can see this listed as your 'Catalog Year' in the Degree Audit) and the most up to date version (2022). The most up to date version will show two things; new courses required in the major, and new terms for when courses may be offered: <https://student.engr.ucr.edu/majors>.

~If you have something in your degree audit that should be cleared, make sure you let me know if it is not.

Seniors (Year #4):

- When will you graduate, is it listed correctly in R'Web? Did you plan for Senior Design?
- Are you taking a Technical Elective course, but don't see it counting in your degree audit?
- ENGR 181W is designed and planned to be taken after you complete Senior Design (EE 175A/B), in the spring quarter.

Juniors (Year #3):

- Are you on track to graduate when you think you should be? Do you need to plan for a course in summer?
- Have you gotten the chance to do an Internship or Research yet?
- Are you taking a Technical Elective course, but don't see it counting in your degree audit?
- Academic Advising Milestones (Year #3) happens in the Winter Quarter. Did you attend a workshop, or complete the make-up process?

Sophomores (Year #2):

- Have you joined any BCOE Clubs & Org's?
- Academic Advising Milestones (Year #2) happens in the Winter Quarter. Have you attended a workshop yet?

Freshmen (Year #1):

- Are you using a Calendar System yet?

- Are you keeping your living space clean & organized?
- Academic Advising Milestones (Year #1) happens in the Spring Quarter.

Transfer Students:

- Make sure you have all your transfer coursework counting correctly.
- Do you have any courses listed in the Degree Audit with a code: 'UCRV RVW'?
- Did you earn IGETC, do you see it posted in your Degree Audit?
- Have you met with me yet to review your degree audit and build a course plan unique for you?

Academic Probation:

- If you are on Academic Probation, be sure to meet with me. If you need to enroll for the spring before we meet, see me for a Quick Check-in.
- Make sure you are focused on the courses you are enrolled in, do your best and keep your focus.
- There are workshops that the Academic Resource Center (ARC) offers that may help:
<https://arc.ucr.edu/rsuccess>.

Future course offerings from:

Computer Science - <https://www1.cs.ucr.edu/undergraduate/course-listings> (2022-2023)

Electrical Engineering - <https://www.ece.ucr.edu/courses> (2022-2023)

Undergraduate Faculty Advisor: Dr. Roman Chomko

UCR profile for some details on his work and his contact details: <https://profiles.ucr.edu/roman.chomko>

THINGS TO KNOW! THINGS TO DO!

BCOE Clubs & Org's

Looking for Connection, get involved with a club or student organization.

You can learn more about each student organization here: <https://www.engr.ucr.edu/student-organizations>

Microtutorials in Mathematics

The Microtutorials in Mathematics project team at UCR has conceived a new approach to producing supplementary instructional materials. It produces a collection of microtutorials as supplementary instructional and learning materials.

<https://mathtutorials.ucr.edu/>

BCOE Advisor & Student Partnership

This partnership is a collaboration between a BCOE academic advisor and a BCOE student to achieve the universal educational and professional goals of the student, BCOE, and UCR.

Read more here: https://student.engr.ucr.edu/sites/default/files/2020-10/Advisor%20Advisee%20Partnership%20Agreement_final.pdf

Video Advising Resources

Please check out this webpage to learn more about course planning, breadth courses, registration, and navigating our webpage to get answers to common questions:

<https://student.engr.ucr.edu/video-advising-resources>

Academic Resource Center (ARC): Programming and Services

Drop-In Tutoring is back! –No appointment necessary! The complete tutoring schedule can be found on Tutorial Assistance Program (TAP) page: <https://arc.ucr.edu/tap>. See the attached flyer for additional details.

Reading & Writing Workshops – The ARC provides a number of workshops on reading and writing topics including “Writing Conclusions”, “The Writing Process”, and “Reading Writing Prompts”. For additional information and the workshop schedule, go to: <https://arc.ucr.edu/writing>.

2023 REU Summer Program @ UCR

This REU Site will expose undergraduate students recruited nationally to the full data science pipeline: from data acquisition, data modeling, to real-world applications. This is for current undergraduate students who are interested in Data Science research.

See the attached flyer for all the details!

QUARTERLY DEADLINES & FEES

You can view quarterly deadlines at this link:

<https://registrar.ucr.edu/calendar>

The last day to Withdraw from a course using the Enrollment Adjustment Form (\$4 Fee): February 17 @ NOON

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 REGISTRATION

The Schedule of Classes for the 2023 Spring Quarter is open at www.classes.ucr.edu.

<https://registrar.ucr.edu/registering>

View your registration time ticket in R’Web – Student Profile, by clicking Registration Notices (top right corner).

The time ticket is NOT a meeting with me, your assigned Academic Advisor. It is the earliest time you can register for classes through R’Web - Registration.

REGISTRATION TIPS:

1. Enroll in courses using R’Web during your assigned Ticket Time.
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 to enroll in next quarter. 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/>).
5. After you have enrolled, check your schedule in R'Web and your UCR Student email 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://ucrbgsac.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/>
7. ENGL 001C alternatives offered in the 2023 Spring Quarter will be listed online at this link: <http://uwp.ucr.edu/wac.html>.
8. 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>.

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 the spring quarter, and 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>

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.

Appointments are open for in-person meetings, or via Zoom (you can pick).

Appointment time slots are for 15 minutes.

[Drop-ins](#) are now called 'Quick Check-ins', and you can connect with me (via Zoom) using this link:

<https://calendly.com/bcoe-advising-elen>.

Here is my schedule for next week:

Mondays	Away at Conference
Tuesdays	Away at Conference
Wednesdays	Away at Conference
Thursdays	830-11am
Fridays	830-11am

I hope you are keeping a routine for yourself, find balance for things outside the classroom but make plenty of time for studying. Care for yourself!

A little about me (or a reminder), your assigned Academic Advisor (Thomas)-

I advise three majors: Computer Engineering (CEN), Electrical Engineering (ELEN) and Materials Science & Engineering (MSE). I average around 750 or more total students with my caseload of students.

I work 7-4pm, and I am in the office most days (on occasion I may work remote). I love to get out and walk during my lunch break.

I commit to helping you as best I can, but I need you to make sure you let me know if you need help with something. I love the work I do, and am thankful that I have been able to do this for many years; and many more to come.

I play Pokemon Go ([Team Valor](#)), love nearly all movies and TV shows (I just saw the new Ant-man!).

I am a Dad and can be a bit corny, and with that here is a Dad Joke for you: What do elves learn in school? The elf-abet.

If you have gotten this far, thanks for reading through the Weekly Email. I would like to ask, do you use Discord? Would you be open to using it as part of Academic Advising? Please let me know – thanks.

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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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