

**From:** [BCOE Advising](#)  
**To:** [BCOE Advising](#)  
**Subject:** CEN - Weekly Email from your Advisor, Thomas (Week #6, 2022 Winter Quarter)  
**Date:** Friday, February 4, 2022 1:33:28 PM  
**Attachments:** [ARC Tutoring W22.png](#)  
[LOR Workshop Flyer W22.png](#)

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Wow, we are heading into Week #6; this means we are on the downward slope of the quarter and heading to finals and spring break...

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## **ADVISING NOTES**

When using the suggested Course Plan, always use the one you are assigned to (you can see this listed as your 'Catalog' in the Degree Audit) and the most up to date version (2021). 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>

### **Seniors (Year #4):**

- When will you graduate, is it listed correctly in R'Web? Did you plan for Senior Design?
- Are you taking CS 178A/B for Senior Design? Do you see it counting in your degree audit?
- Academic Advising Milestones happens in the Fall Quarter. Do you know how to apply for graduation?

### **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?
- Academic Advising Milestones happens in the Winter Quarter, did you watch the video and complete the survey?

### **Sophomores (Year #2):**

- MATH 046 has become EE 020A/MATH 045
- EE 020 has become EE 020B
- EE 001A & 011A has become EE 030A & 030LA
- EE 001B has become EE 030B
- Academic Advising Milestones happens in the Winter Quarter, did you watch the video and complete the survey?

### **Freshmen (Year #1):**

- Have you settled into a routine yet? Do you need help with classes, or need tutoring?
- Academic Advising Milestones is planned for the Spring Quarter.
- If you are in the Learning Community, be sure to read the email about the Block Schedule from Tara Brown.
- Be sure to attend a workshop at the Academic Resource Center (ARC) for the First Year Experience requirement, the schedule for the workshops is attached. More details can be found at

<https://arc.ucr.edu/rsuccess>.

### **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'? We need to clear this, be sure to check in with me. Did you earn IGETC, do you see it posted in your Degree Audit? Check in with me if needed.

Future course offerings from:

Computer Science - <https://www1.cs.ucr.edu/undergraduate/course-listings> (2021-2022)

Electrical Engineering - <https://www.ece.ucr.edu/courses> (2021-2022)

**Undergraduate Faculty Advisor:** Dr. Allan Knight

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

~If you have something in your degree audit that should be cleared, make sure you let me know if it is not. Most of the time I have to manually code for things to count.

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### **QUARTERLY DEADLINES & FEES**

You can view quarterly deadlines at this link:

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

The **last day to Drop** (Withdraw process) a course using the Enrollment Adjustment Form (\$4 Fee):  
February 25 @ NOON

The **last day to Change the Grading Basis** using the Enrollment Adjustment Form (\$4 Fee): February  
25 @ NOON

Please use the online forms website: [myforms.ucr.edu](http://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.

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### **2022 SPRING QUARTER REGISTRATION**

The Schedule of Classes for the 2022 Spring Quarter can be viewed at [www.classes.ucr.edu](http://www.classes.ucr.edu).

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

Before registering for 2022 Spring Quarter, you should check and clear all holds. Holds are listed under the "HOLDS" section in Student Profile at R'Web.

Please follow-up with the appropriate office(s) to clear holds. See your campus R'Mail for details about BCOE initiated holds.

For the 2022 Spring Quarter initial enrollment, BCOE limits students in good standing to a maximum of 17 units (February 7 – March 1).

Students on Academic Probation have a maximum of 13 units (or 3 courses).

The unit maximum for students in good academic standing increases to 18 units for BCOE students

on March 3.

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](http://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, Electrical 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 2022 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>.

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**2022 SPRING QUARTER GRADUATION**

If you will be graduating in the 2022 Spring Quarter (taking your last classes), the graduation application opens on February 7.

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.

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The 2022 Spring Quarter graduation application deadline is March 1 by 4:00PM.

Be in the know, check the website for more information on graduation:

<http://registrar.ucr.edu/registrar/guide-to-graduation/index.html>

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## **BE IN THE KNOW!**

### Summer Research at Purdue

The application for [Summer Undergraduate Research \(SURF\)](#) at Purdue University is due on Feb 15.

Participants receive:

- \$5100 stipend for the 10 week summer research program
- Present at our end of summer symposium
- Professional development seminars to prepare you for graduate school
- Additional mentoring and community building activities as part of a growing support network

Please contact [eur@purdue.edu](mailto:eur@purdue.edu) if you have any SURF related questions.

### Workshop - How to Request Letters of Recommendation

Undergraduate students from any major and year of study and with any applications goals (professional or graduate school, internships, scholarships, etc.) are encouraged to attend. We'll discuss topics including how to assess readiness to apply and how to choose recommenders, prepare to make the request, and reach out to and follow up with letter writers. Attendees will also receive a sample letter-requesting email that they can use as a template. See flyer for details.

Below are the quick facts about the workshop:

- **Date:** Wednesday, Feb. 9<sup>th</sup>
- **Time:** 11 am-12 pm
- **RSVP link (required):** [https://events.ucr.edu/event/hpac\\_workshop\\_-\\_letters\\_of\\_recommendation?utm\\_campaign=widget&utm\\_medium=widget&utm\\_source=UC+Riverside#.YfnF9erMI2w](https://events.ucr.edu/event/hpac_workshop_-_letters_of_recommendation?utm_campaign=widget&utm_medium=widget&utm_source=UC+Riverside#.YfnF9erMI2w)
- **Location:** Zoom (link will be provided upon RSVP)

### Tutoring at the ARC

Tutoring through the ARC's Tutorial Assistance and Writing/Reading Support Programs is now open for student appointments. Currently, all ARC services are fully remote, but in-person tutoring for a subset of courses is planned to return when in-person instruction resumes on Jan. 31<sup>st</sup>. Students can log in to make an appointment by going to the Accudemia Appointment System (<https://ucr.accudemia.net>). There, you can see real-time appointment availability for classes. A complete list of the courses available for tutoring is available at their program website: <https://arc.ucr.edu/tap>. See the attached flyer for more details.

### 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/>

### Extended Deadlines for Winter Quarter

UCR is allowing students to change the grading basis for courses in the winter quarter, thru Week #8.

UCR is allowing students to drop a course (in place of withdrawing) in the winter quarter, thru Week #8.

### Daily Wellness Check-in

Don't forget that each day you come to UCR, you must complete the Daily Wellness Check.

<http://wellnesscheck.ucr.edu/>

### 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>

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## **DROP-INS & APPOINTMENTS**

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

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Week #6 Drop-in Schedule:

Monday 9-11am

Tuesdays 130-330pm

Wednesdays 130-330pm

Thursdays 9-11am

Fridays 9-11am

I also host Appointments a couple days a week, here is the link to find an open appointment time:

<https://calendar.google.com/calendar/u/0/selfsched?>

[stoken=UUVRQUJSX1dEQ0ZFfGRIZmF1bHR8M2MwZTM4NzliYjRjYjczZjk1NWE1YmZmOGJjYTIkNWU](https://calendar.google.com/calendar/u/0/selfsched?stoken=UUVRQUJSX1dEQ0ZFfGRIZmF1bHR8M2MwZTM4NzliYjRjYjczZjk1NWE1YmZmOGJjYTIkNWU)

When scheduling an appointment, be sure you are logged in and using your UCR Student Account.

I will send a Zoom link after you have selected a time slot for an appointment.

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## **HOW TO SEND AN EMAIL**

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<http://student.engr.ucr.edu/emailadvisor.html>

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: [BCOEAdvising@engr.ucr.edu](mailto:BCOEAdvising@engr.ucr.edu)

List in the subject line: [CEN 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.

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I hope you are taking care of yourself. Make time for you, but don't skip class or studying; keep to a schedule and a routine.

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*Thomas McGraw*

*Academic Advisor for students in:*

*Computer Engineering (CEN)*

*Electrical Engineering (ELEN)*

*Bourns College of Engineering*

*Student Academic Affairs*

[BCOEAdvising@engr.ucr.edu](mailto:BCOEAdvising@engr.ucr.edu)

<http://student.engr.ucr.edu/>