

## V. Academic Advising, Planning, and Registration

### A. Faculty Advisor

The faculty advisor plays a central role in guiding the student's academic program, assisting in course selection, and providing guidance and counseling in all academic matters. Upon entering the College of Engineering, each student is assigned a faculty advisor. In order to register each semester, students are required to meet with their faculty adviser, discuss their academic progress and course selection, and obtain the faculty advisor's signature on the registration form. A list of each faculty member's research interests and areas of expertise is available in the department offices.

### B. Freshman Advising Seminar

All freshmen participate in ENG EK 100 Freshman Advising Seminar during the fall semester of their first year. This seminar consists of weekly meetings either in small groups with a faculty advisor and a student advisor or a large group for presentations. Small group discussions deal with academic concerns such as scheduling, curriculum, and academic performance evaluation at mid-semester. The large group presentations address the issues of adjusting to college, college policies, special programs, and tutoring. In addition, each academic program offers a presentation to help students learn about the different areas of engineering.

### C. Academic Course Load

#### 1. Full-time Students

To be considered full-time, a student must be registered for at least 12 credits in the fall and spring semesters. A student is expected to proceed at the rate of 16-18 credits per semester in order to complete a degree within four years as indicated on the respective program planning sheets. Full-time tuition covers up to 18 credits per semester.

#### 2. Part-time Students

Any student enrolled in fewer than 12 credits in the fall or spring semester is considered a part-time student. Part-time status requires advance approval from the Associate Dean via a *Petition for Part-Time Status*. **A student who is enrolled for fewer than 12 credits in a semester who has not received prior approval for part-time status will be placed on academic probation at the next academic review.**

Part-time status and/or completing less than 12 credits in a semester may jeopardize eligibility for financial aid and on-campus housing. International

students are required to maintain full-time status and must check with the International Students and Scholars Office before attempting to drop to part-time status.

### 3. Course Overload

Prior approval by a student's faculty advisor and the Undergraduate Records Office is required for any student to register for more than 18 credits; a student must be in good academic standing and have no incomplete grades on the academic record. Approval is not normally granted for more than 20 credits in a semester. Continuing students with a cumulative grade point average of 3.30 or better are eligible for a waiver of tuition charges beyond 18 credits, but for no more than an additional 2 credits. Students with a minimum of 96 credits toward their degree (senior status) who are in good academic standing may apply to take a total of 20 credits per semester in the senior year without incurring additional tuition charges. First semester freshmen are not permitted to overload. Second semester freshmen are permitted to overload only if they have achieved a grade point average of 3.30 or higher. A *Course Overload Authorization* form must be filled out by the student indicating all classes for which the student is registering, signed by the student's faculty advisor, and submitted to the Undergraduate Records Office with the student's registration form.

### 4. Class Standing

Class standing is determined at the **beginning of each fall semester** based on the number of academic credits earned which fulfill requirements in the student's degree program as follows:

- 0-31 credits                      Freshman standing
- 32-63 credits                    Sophomore standing
- 64-95 credits                    Junior standing
- 96+ credits                        Senior standing

Information on class standing can be obtained from the Undergraduate Records Office. Please note that grades of W, I, X, and AU are not included in computing class standing.

## D. Registration/Cross-Registration

### 1. Registration

All College of Engineering undergraduate students are sent an email each semester with instructions for completing the registration process. Students use the

University's *Registration Form* to register for their courses. Registration forms are available for continuing students in the College of Engineering undergraduate offices (ERB 107 and ERB 108). They are also available in the department offices twice a year during the pre-registration periods for the upcoming semesters (October for spring pre-registration and March for fall pre-registration). All students are expected to register during this pre-registration period.

Continuing students are expected to use the web-based (*WebReg*) system via the Student Link. During the pre-registration period, students meet with their faculty advisors to review academic progress, plan the next semester, and complete the registration form. Students obtain their advisor's signature (approval) on the registration form. (Aerospace and Mechanical students must also obtain the departmental stamp, verifying the advisor's signature.) Student then return the registration form to the Undergraduate Records Office, and are given an *Advising Authorization Code* (AAC) that, along with the students' Log-on and Kereboros password, will allow them to access the *WebReg* system. *WebReg* includes a planner to assist students in planning their courses.

Students should remember to register for all components of a course (e.g. discussion [DIS] and/or laboratory [LAB] section). Students who register late will incur a late fee. Students who have an outstanding balance with the university will not be allowed to register for any subsequent semesters until their balance is paid.

## 2. Cross-Registration

College of Engineering students may take one course per semester at one of the following schools while registered for courses at Boston University: Boston College, Brandeis University, Tufts University, Hebrew College, and Boston Architectural Center. Courses taken at these institutions must be approved through the Undergraduate Programs Office prior to registration. For information on cross-registration, students should contact the Office of the University Registrar.

## E. Adding or Dropping a Course

Students may make changes to their original registration either via *WebReg* or by completing the University's Class Adjustment form.

### 1. Adding a Course

Students may **add** a course via *WebReg* or by submitting a class adjustment (drop/add) form to the Undergraduate Records Office, ERB 108 during the first two weeks of the semester (a module change in ENG EK 131/132 must be made during the first week of instruction). Students can add a course via *WebReg* only if

there are still seats available. If the class has been closed or is full, students will need to complete a Class Adjustment form and obtain the instructor's signature (and date) prior to submitting the form to the Undergraduate Records Office.

A Course Overload Authorization form must be completed if a class is added that results in semester registration of more than 18 credits.

## 2. Dropping a Course

A student may drop a course via *WebReg* or by submitting a class adjustment (drop/add) form to the Undergraduate Records Office, ERB 108 through the end of the 10<sup>th</sup> week of classes.

A course dropped through the fifth week of classes does will not appear on the student's permanent record and does not require the instructor's signature. A course dropped after the fifth week of classes will appear on the student's record as W, and the student will be charged for the course. No course may be dropped after the 10<sup>th</sup> week of classes.

Failure to complete at least 12 credits in any semester will affect eligibility for financial aid, on-campus housing, and academic status. It is strongly recommended that the student consult his or her faculty advisor prior to adding or dropping courses. Dropping a course can affect the sequencing of courses. Some courses are only offered once per year, and dropping a course may delay graduation.

## 3. Auditing a Course

Students are allowed to audit courses at the university. Audited courses do not count toward completing degree requirements. Students may use the class adjustment form to change their status in a class from GR (Grade) to AU (Audit) or AU to GR only during the first five weeks of classes. A student who registers for a course as an auditor cannot change to credit status (or receive a grade) after the deadline. Auditors are subject to the full tuition and fees for the course.

## F. Declaring a Major

All undergraduate engineering students are required to declare their majors by spring semester of the sophomore year during the pre-registration period for the following fall semester.

## G. Changing Major/Advisor

A *Change of Major/Advisor* form must be submitted when a student declares a major, changes a major, or wishes to change his or her advisor. The form is available in the

Undergraduate Records Office, ERB 108. In the event a student's faculty advisor is away from campus for a semester or longer, a new faculty advisor will be assigned. Policy and procedures for reassigning advisors vary by department. Students can check in the Undergraduate Records Office (ERB 108) for further information.

## **H. Transcript**

Students can access their academic record via the Student Link (see below), and are encouraged to periodically check their academic record (transcript) to ensure that it accurately reflects their academic progress toward the degree. Questions regarding the student's academic record should be directed to the Undergraduate Records Office.

## **I. Student Link: [www.bu.edu/studentlink](http://www.bu.edu/studentlink)**

The Student Link provides access to your personal, academic and financial information via the internet. Timely information, such as your class and final examination schedules, grades, financial aid awards, your most recent student account payment, and Student Employment's Quickie Job listings are available on-line. From your room or any lab on campus with a WWW browser, you can register for classes, change your address, purchase convenience points, or complete a financial aid entrance interview. In order to use these services, you must have both a BU login name and a Kerberos password, available from the Office of Information Technology, 111 Cummington Street.