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Dear Class of 2021,

Welcome to the University of Cincinnati and the College of Engineering and Applied Science (CEAS).

You are in the right place. CEAS students are exceptionally bright and motivated — CEAS attracts more high achievers than any other college at UC. CEAS is the college where astronaut Neil Armstrong chose to teach from 1971-79. CEAS students already see themselves as innovators and entrepreneurs, capable of working at the very edge where world-changing knowledge unfolds. Are you ready to give Better your best?

Engineering is society’s most powerful generator of economic progress. Touching every aspect of life, engineering can literally redefine prosperity and well-being for people even in the most dire circumstances — both right here in Cincinnati and around the world. That’s why we will encourage you to make the most of our longstanding partnerships with business and industry as you take part in the University’s top-ranked co-op program.

You’ll be surrounded by like-minded peers from diverse backgrounds who will push you beyond anything you could have ever imagined. You will gain experience as a co-op and be treated like a professional — with all the expectations that entails — by a top-name employer.

The University’s commitment to supporting our growth has allowed us to hire more than 30 new faculty with exceptional credentials in the last 18 months, significantly enhancing your learning experience, bolstering our research capacity and substantially improving our national and global reputation. We also take great pride in our Learning Center, a space that will support and further enhance your learning process. Here, you will have access to daily peer tutoring, faculty assistance, project rooms, study spaces for both individuals and small groups, state-of-the-art technology to help you learn, plan; and, above all, a place to call home and develop as a scholar and as an individual. Our commitment to you is to give you the best engineering education possible, and the skills that will enhance the career you envision for yourself.

As your studies progress, I hope you will consider the many opportunities we offer to gain an international perspective through co-op assignments and study-abroad programs. With the increasing globalization of the technical workforce, these programs may be very valuable to you in your career.

But there’s more to college than preparing for a career. Joining the community of scholars and students is a big part of the excitement of college life. You will develop friendships with other engineering students. There’s so much to learn — and you will benefit more if you share your time, energy and enthusiasm with friends. Form study groups; work together to learn and grow. You and your classmates will share experiences in the classroom and through community activities that can easily form the basis for life-long friendships. Build a relationship with your professors, too. Engage with them as they work for you and wish to see you succeed.

I look forward to seeing you grow and transform throughout the next five years. I invite you to follow us on Twitter and Facebook.

On Commencement Day, 2021, we will celebrate your success together as you graduate, ready to hit the ground engineering. Best wishes for a happy and productive journey!

WE ENGINEER BETTER™
College Administration Contacts & Locations

The College of Engineering and Applied Science administrators are also available to help you. Please do not hesitate to contact them with your questions or concerns.

• **Academic Administration**

  **Teik C. Lim**, Dean  
  801 ERC

  **Frank Gerner**, Senior Associate Dean  
  816 ERC

  **Allen Arthur**, Associate Dean  
  655 Baldwin Hall

• **Office of Undergraduate Academic Affairs**

  **Joseph Nevin**, Assistant Dean  
  665 Baldwin Hall, 513-556-3465

  **Stephanie Fromhold**, Staff  
  665 Baldwin Hall, 513-556-3465

  **Mark Bowers**, Assistant Dean  
  665 Baldwin Hall, 513-556-5427

  **Tresha Lewis**, Staff  
  665 Baldwin Hall, 513-556-5427

  **Anne Hoehn**, Academic Director  
  633 Rhodes Hall, 513-556-5341

• **Minority Programs & Community Outreach**

  **Cheryll Dunn**, Director  
  665 Baldwin Hall, 513-556-6561

• **Emerging Ethnic Engineers (E³) Program**

  **Ken Simonson**, Director  
  665 Baldwin Hall, 513-556-1164

• **Office of College Computing**

  **Megan Pfaltzgraff**, Director  
  636 ERC, 513-556-1243
### College of Engineering & Applied Science  
#### 2016-2017 Freshman Advisers

<table>
<thead>
<tr>
<th>Adviser</th>
<th>Office</th>
<th>Email</th>
<th>Telephone</th>
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<tbody>
<tr>
<td><strong>Aerospace Engineering</strong></td>
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<tr>
<td>Ms. Arnett Glassco</td>
<td>620H Old Chem</td>
<td><a href="mailto:arnett.glassco@uc.edu">arnett.glassco@uc.edu</a></td>
<td>556-1665</td>
</tr>
<tr>
<td><strong>Architectural Engineering</strong></td>
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<tr>
<td>Ms. Kimberly Zimmerer</td>
<td>765 Baldwin</td>
<td><a href="mailto:kimberly.zimmerer@uc.edu">kimberly.zimmerer@uc.edu</a></td>
<td>556-5337</td>
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<tr>
<td><strong>Biomedical Engineering</strong></td>
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<tr>
<td>Ms. Linda Moeller</td>
<td>678 ERC</td>
<td><a href="mailto:linda.moeller@uc.edu">linda.moeller@uc.edu</a></td>
<td>556-4123</td>
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<tr>
<td><strong>Chemical Engineering</strong></td>
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<tr>
<td>Ms. Linda Moeller</td>
<td>678 ERC</td>
<td><a href="mailto:linda.moeller@uc.edu">linda.moeller@uc.edu</a></td>
<td>556-4123</td>
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<tr>
<td><strong>Civil Engineering</strong></td>
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<tr>
<td>Ms. Kimberly Zimmerer</td>
<td>765 Baldwin</td>
<td><a href="mailto:kimberly.zimmerer@uc.edu">kimberly.zimmerer@uc.edu</a></td>
<td>556-5337</td>
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<tr>
<td><strong>Computer Engineering</strong></td>
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<tr>
<td>Ms. Teresa Hamad</td>
<td>812 Rhodes</td>
<td><a href="mailto:teresa.hamad@uc.edu">teresa.hamad@uc.edu</a></td>
<td>556-2833</td>
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<tr>
<td><strong>Computer Engineering Technology</strong></td>
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<tr>
<td>Mr. Darryl Daniels</td>
<td>810D Old Chem</td>
<td><a href="mailto:darryl.daniels@uc.edu">darryl.daniels@uc.edu</a></td>
<td>556-1569</td>
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<tr>
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<td>Mr. Darryl Daniels</td>
<td>810D Old Chem</td>
<td><a href="mailto:darryl.daniels@uc.edu">darryl.daniels@uc.edu</a></td>
<td>556-1569</td>
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<tr>
<td><strong>Construction Management</strong></td>
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<tr>
<td>Ms. Kimberly Zimmerer</td>
<td>765 Baldwin</td>
<td><a href="mailto:kimberly.zimmerer@uc.edu">kimberly.zimmerer@uc.edu</a></td>
<td>556-5337</td>
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<tr>
<td><strong>EASE</strong></td>
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<tr>
<td>Dr. Rodney Roseman</td>
<td>891 Rhodes</td>
<td><a href="mailto:rodney.roseman@uc.edu">rodney.roseman@uc.edu</a></td>
<td>556-3187</td>
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<tr>
<td><strong>Electrical Engineering</strong></td>
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<tr>
<td>Ms. Teresa Hamad</td>
<td>812 Rhodes</td>
<td><a href="mailto:teresa.hamad@uc.edu">teresa.hamad@uc.edu</a></td>
<td>556-2833</td>
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<tr>
<td><strong>Electrical Engineering Technology</strong></td>
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<td>Mr. Darryl Daniels</td>
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<td><a href="mailto:darryl.daniels@uc.edu">darryl.daniels@uc.edu</a></td>
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<tr>
<td><strong>Environmental Engineering</strong></td>
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<tr>
<td>Ms. Linda Moeller</td>
<td>678 ERC</td>
<td><a href="mailto:linda.moeller@uc.edu">linda.moeller@uc.edu</a></td>
<td>556-4123</td>
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<tr>
<td><strong>Fire Science Technology</strong></td>
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<tr>
<td>Ms. Kathy Angne</td>
<td>201Adm (Victory Pkwy)</td>
<td><a href="mailto:kathleen.angne@uc.edu">kathleen.angne@uc.edu</a></td>
<td>556-6583</td>
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<tr>
<td><strong>Freshman Engineering Program</strong></td>
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<tr>
<td>Dr. Rodney Roseman</td>
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<td><a href="mailto:rodney.roseman@uc.edu">rodney.roseman@uc.edu</a></td>
<td>556-3187</td>
</tr>
<tr>
<td><strong>Mechanical Engineering</strong></td>
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<tr>
<td>Ms. Emily Yeatts</td>
<td>588 Rhodes</td>
<td><a href="mailto:emily.yeatts@uc.edu">emily.yeatts@uc.edu</a></td>
<td>556-1060</td>
</tr>
<tr>
<td><strong>Mechanical Engineering Technology</strong></td>
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<tr>
<td>Ms. Emily Yeatts</td>
<td>588 Rhodes</td>
<td><a href="mailto:emily.yeatts@uc.edu">emily.yeatts@uc.edu</a></td>
<td>556-1060</td>
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</table>
The following is a list of some, but not all, of the student organizations in CEAS.

For more information go to the CEAS website, [http://ceas.uc.edu](http://ceas.uc.edu), click on “Current Students” then “Student Organizations”.

- American Institute of Aeronautics and Astronautics – AIAA
- American Institute of Chemical Engineers – AIChe
- American Society of Civil Engineers – ASCE
- American Society of Mechanical Engineers – ASME
- Architectural Engineering Institute – AEI
- Association for Computing Machinery – ACM
- Associated Builders & Contractors – ABC
- Bearcat Motorsports
- Biomedical Engineering Society – BMES
- CEAS Ambassadors – Office 676 Rhodes Hall
- Construction Student Association – CSA
- Design-Build Institute of America – DBIA
- Engineering and Applied Science Tribunal – Office 652 Baldwin Hall
- Engineers Without Borders – EWB
- Institute of Electronic and Electrical Engineers – IEEE
- National Society of Black Engineers (NSBE) – Office 646 Baldwin Hall
- Society of Automotive Engineers – SAE
- Society of Environmental Engineers
- Society of Women Engineers (SWE) – Office 653 Baldwin Hall
- Students for the Exploration and Development of Space
- Student Women in Construction – SWIC
- Tau Alpha Pi – National Honor Society Engineering Technologies
- Theta Tau – Professional Engineering Fraternity *(welcomes men & women)*
- UC Robotics Team
General Education Core: from Great Beginnings to Graduation and Beyond

The General Education Core has a firm foundation in UC’s Academic Plan, to reaffirm liberal education as the core to preparing students as life-long learners. Our General Education course requirements are purposefully designed to strengthen four important learning outcomes or competencies throughout the student’s progress toward their degree.

**Undergraduate Core Competencies**
Undergraduate courses at UC promote development of four Baccalaureate Competencies.

- **Critical Thinking**
  Analysis, synthesis, and evaluation of information and ideas from multiple perspectives

- **Effective Communication**
  Competence in oral, visual, and written language; use of resources and technology for communication

- **Knowledge Integration**
  Fusion of information and concepts from multiple disciplines

- **Social Responsibility**
  Application of knowledge and skills gained from the undergraduate experience for the advancement of a diverse society

**Information Literacy**
Information Literacy is an essential skill that supports each of the competencies and must permeate every component of the General Education Core. Information literacy is a set of abilities requiring individuals to recognize when information is needed and have the ability to locate, evaluate, and effectively use the information. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their learning.

**General Education at the University of Cincinnati:**
- emphasizes critical thinking
- develops effective verbal, written, oral, and visual communication
- includes familiarity with multiple areas of traditional knowledge
- supports intellectual excellence and openness
- integrates study among disciplines
- encourages commitment to personal social accountability and responsibility
- promotes awareness of the world at large
- fosters information literacy
- values lifelong learning
- encourage contextual linkages
To satisfy the BOK requirements of the University as well as the spirit of the traditional Humanities and Social Science requirements mandated by ABET (the Accreditation Board for Engineering and Technology), CEAS students must choose BoK courses with the following constraints applied:

I. Take at least 2 BoK courses - one in 2 of the following 4 areas for a total of at least 6 semester credits (most course are 3 semester hours)
   - Fine Arts (FA)
   - Historical Perspectives (HP)
   - Humanities & Literature (HU)
   - Social Sciences (SS)

II. Take at least 2 BoK courses, one in each of these 2 areas for a total of at least 6 semester credits:
   - Diversity & Culture (DC)
   - Social & Ethical Issues (SE)

III. The above courses must total at least 12 [18 for CS] equivalent semester credits.

IV. No courses required specifically on your Curriculum Sheet may be counted in the 12 [18 for CS] semester credits of Gen Ed BoK courses unless so indicated on that sheet.
   Your Curriculum Sheet for your program contains course slots listed as BoK. Those slots are to be filled using the courses described above. The BoK code is found with the course information on Catalyst Search for Classes.

Some BoK courses have fewer than 3 semester credits and must be combined with related or sequential courses for a total of at least 3 semester credits to receive a BoK course credit in a given area. For example, Bearcat Marching Band - ENSM 2071 and ENSM 2073 may be taken for 1 semester credit each, multiple times, to accumulate 3 semester credits of Fine Arts (FA).

The remaining requirements of the Gen Ed program - English Composition (EC) Quantitative Reasoning (QR) and Natural Science (NS) are automatically met by the requirements of your CEAS program and therefore are not discussed here.

**General Education Breadth of Knowledge rules:**

- Gen Ed BoK courses may be taken from any college of UC if the course has an appropriate BoK
- Gen Ed credit will only be allowed for a course with an applicable code – DC, FA, HP, HU, SE, SS
- No credit will be allowed for a BoK course that is a duplicate of a course that you have already taken even if the course number is different
Some Possible BoK Electives \((there \ are \ many \ more)\)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>BoK Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intro to African-American Studies</td>
<td>AFST 1001</td>
<td>DC</td>
</tr>
<tr>
<td>Cultural Anthropology</td>
<td>ANTH 1001</td>
<td>SS, DC</td>
</tr>
<tr>
<td>Greek Civilization</td>
<td>CLAS 1001</td>
<td>HU, DC</td>
</tr>
<tr>
<td>Introduction to Public Speaking</td>
<td>COMM 1071</td>
<td>HU</td>
</tr>
<tr>
<td>Intro to Microeconomics</td>
<td>ECON 1001</td>
<td>SS</td>
</tr>
<tr>
<td>Electronic Media Survey</td>
<td>EMDT 1070</td>
<td>SE</td>
</tr>
<tr>
<td>Environmental Studies I</td>
<td>EVST 1011</td>
<td>SE</td>
</tr>
<tr>
<td>Topics in Film</td>
<td>ENGL2067</td>
<td>FA, HU</td>
</tr>
<tr>
<td>Basic French</td>
<td>FREN 1001</td>
<td>HU, DC</td>
</tr>
<tr>
<td>Intro to Human Geography</td>
<td>GEOG 1004</td>
<td>SS, DC</td>
</tr>
<tr>
<td>German Folklore I</td>
<td>GRMN 2041</td>
<td>DC, HU</td>
</tr>
<tr>
<td>United States History I</td>
<td>HIST 1001</td>
<td>HP, DC</td>
</tr>
<tr>
<td>European History I</td>
<td>HIST 1005</td>
<td>HP, DC</td>
</tr>
<tr>
<td>Jammin’ with Laptops</td>
<td>FAM 2014</td>
<td>FA</td>
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<tr>
<td>Intro to Philosophy: Ethics</td>
<td>PHIL 1003</td>
<td>HU, SE</td>
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<tr>
<td>Intro American Politics</td>
<td>POL 1010</td>
<td>HP, SS</td>
</tr>
<tr>
<td>Intro to Psychology</td>
<td>PSYC 1001</td>
<td>SS</td>
</tr>
<tr>
<td>Extended Basic Russian I</td>
<td>RUSS 1011</td>
<td>HU, DC</td>
</tr>
<tr>
<td>Intro to Sociology</td>
<td>SOC 1001</td>
<td>SS</td>
</tr>
<tr>
<td>Extended Spanish I</td>
<td>SPAN 1011</td>
<td>HU, DC</td>
</tr>
</tbody>
</table>
The OCC is responsible for the operation of College of Engineering and Applied Science (CEAS) instructional computing facilities and services used by CEAS undergraduate and graduate students. The selection of engineering, applied science, math and science application software used in college computing labs is determined by requests from faculty for software that will be used in engineering and applied science courses and projects. It is a requirement of the College that all incoming freshmen and transfer students own a laptop computer meeting predefined minimum specifications at the start of their freshman year or at time of transfer into the college.

http://ceas.uc.edu/about/CollegeComputing.html

Minimum Laptop Specifications 2016 - 2017

The following laptop configuration was developed by the Office of College Computing (OCC) for CEAS. These are recommended minimum configurations. Certain academic programs may require a different configuration, so please check your specific program for any additional requirements. Students may also want to consider a 1TB or larger USB external hard drive for backing up their computer system.

Minimum Recommended Laptop Specifications

- Intel® Core™ i5 Processor or higher
- 8GB DDR3 SDRAM or higher
- Dedicated video card with minimum 1GB of video memory (recommended, see note below)
- HDMI port for external monitor/projector
- HDMI cable
- 500GB (5400rpm) hard drive or 256GB Solid State Drive
- DVD±RW (internal or external)
- Audio
- 10/100/1000 Network interface
- Wireless 802.11g/n (minimum)
- Wireless 802.11 ac dual band (recommended, see note below)
- USB 2.0 ports/3.0 ports
- OS: Windows 7, 10 or 8.1 Home Premium or higher, 64-bit

Additional Considerations

- Due to the nature of how laptops are used, an extended warranty may be an option to consider.
- CEAS OCC does not officially support Mac OS X. If the student chooses to purchase an Apple laptop, it should meet the similar specifications listed above, in addition to running Apple Bootcamp with Windows 7 Professional 64-bit for software that may require a Windows platform. See http://www.uc.edu/content/dam/uc/ucit/docs/helpdesk/InstallingWindows7UltimateOnAMac.pdf
- A Mini DisplayPort to HDMI adapter will be needed, if applicable.

Note: Integrated video may be used, but can result in slower performance when using modeling software. If using integrated video, one of the following should be selected (listed in order of performance, highest first).

1) Intel HD 530
2) Intel HD 520
3) Intel HD 6000
4) Intel HD 5500
Note: UCIT is implementing the Aruba 220 wireless access points (802.11ac) on campus. These APs deliver gigabit Wi-Fi performance to 802.11ac mobile devices, are three-times faster than 802.11n devices, and provide performance similar to a wired connection.

Technical Assistance
For help with general computing software, hardware problems, website related issues send an email to CEAS-USERHELP@listserv.uc.edu Help with getting connected to the UC wireless network is available weekdays 8:00 AM to 5:00 PM - Room 636 ERC. For self-help, use the link below to find instructions to set up your wireless network card for access to the University-wide wireless network.

http://www.uc.edu/ucit/students/get-online.html

For immediate assistance for production support issues, call the Office of College Computing at (513) 556-9117. For assistance needed in the Baldwin Labs 533, 537, 548, 550, ERC 617, Old Chem 614, 615A, 803, 805 and 825 call the Lab Consultant desk at (513) 556-4745.
Important Rules

1. Deviating from your program curriculum sheet; taking a substitute course, or taking a course at another college or university, requires a signed petition.

2. All courses required by name and number on your program curriculum sheet, such as MATH 1061, are subject to the “Double Deficiency Rule.” The rule states that if a student fails to pass a required course after two attempts they will be dismissed.

3. Deadlines, such as drop/add, pass/fail and credit/audit changes are strictly enforced. Deadlines and other important dates are posted on Catalyst.

4. Taking any course during a co-op semester requires approval in advance, even if the course is taken at night after working hours and even if it is a Gen Ed BoK course with an applicable coding.

5. Approval is required to start following the curriculum of a major other than the one to which you have been admitted.

6. Testing out of a course such as CHEM 1040 does not mean that the credit hours do not have to be replaced – they do! You must see your advisor to discuss an appropriate replacement course. However credits earned through AP do not have to be replaced.

See your academic adviser!!

UC Email — UConnect

Use your student email to connect with your adviser, professors, family and friends…

UConnect is the official student email service at the university. It is a Microsoft Exchange service, which means you can access it anywhere you have Internet access. And UConnect is more than just email; you can manage and share your calendar, contacts, files, etc. – all within one product.

Your UConnect account is created when you are officially admitted into the university. Go to http://mail.uc.edu and follow the instructions for a first time login. You should receive a welcome message and further instructions. If this doesn’t happen or you still have questions, please call the Help Desk at 513-556-HELP (4357).
The ACCelerated Engineering Degree, ACCEND, program at UC’s College of Engineering and Applied Science is a great opportunity for students to enhance their education. ACCEND allows students to earn their undergraduate and master’s degrees in a shortened time frame while still enjoying the benefits of UC’s nationally ranked cooperative education program. After their first year, qualified students are able to apply to ACCEND. Students enrolled in ACCEND are able to earn their undergraduate and master’s degrees in part by taking classes during their co-op placements.

- Complete both a bachelor’s and master’s degree in as little as five years – including co-op
- Take advanced courses and experience in-depth research sooner than the traditional curriculum allows

Requirements

- Apply at the end of your freshman year after honing your interests and attaining a 3.2 GPA.
- Maintain a minimum 3.0 GPA each semester.

Contact: Anne Hoehn, anne.hoehn@uc.edu

University Honors Program and CEAS

The University Honors Program (UHP) is a university-wide program that develops students into global citizen scholars who lead innovative efforts toward solving the world’s complex problems. The UHP offers an individualized, student-centered approach to a meaningful undergraduate experience that compliments the outstanding education that students receive in their colleges and majors. The UHP and CEAS work in partnership to support the success of our CEAS honors students.

UHP students create pathways through the program that are unique to their individual goals and aspirations. Students engage in honors experiences centered on the thematic areas of research, global studies, leadership, community engagement and creativity.

The UHP’s purpose is not for students to do more or to work harder just because it is “honors” education. Rather, it is about finding increased meaning and deeper learning in what they are already doing. It is about discovering and diving into their passions. It is about challenging themselves to try new things, take risks and learn in areas that they otherwise might not have. It is about applying their knowledge and skills in real-world settings.

All first-time freshmen who have been admitted to a baccalaureate college at UC are considered for admission to the University Honors Program (UHP). We know that there are many outstanding, high achieving undergraduate students at UC who are not admitted to University Honors as incoming freshmen. We strongly encourage interested UC students to apply through our transition admission process, which opens in the fall and closes in January each year.

Contact: honors@uc.edu, 513-556-6254, www.uc.edu/honors
Freshmen Academics

All freshmen are encouraged to see their academic adviser for assistance in pursuing their goal of a degree in engineering or engineering technology. Please do not hesitate to seek the advising that is available to you (questions concerning academic status, program, registration, professional practice eligibility, etc.).

Academic Requirements

Students’ records are reviewed after each academic semester. Students who have passed* all course work required to that point in their curriculum AND who maintain a cumulative Quality Point Average (typically referred to as GPA — Grade Point Average) equal to or greater than 2.0 overall, AND in their major departmental courses) are in Good Academic Standing.

*Minimum passing grade is D—, except for math and physics where C— is required IF additional courses in a sequence are required.

I or NG grade. If a grade of “I” (Incomplete) is received the student must contact the course instructor at the earliest possible opportunity to determine what must be done to convert the “I” to a passing grade. An NG (no grade is reported) on the grade report is an indication that the grade has not been posted. When the grade is posted it will appear. Keep checking.

Grades of F, W, WX, UW, X or NP in Required Courses. Students whose grade report shows any course deficiencies – F-failure, W-withdrawal, WX-withdrawal-never attended, UW-unofficial withdrawal, X-unofficial withdrawal-never attended, or NP-not proficient - in a required course; or a semester or cumulative GPA less than 2.000 will receive a warning letter by email, and possibly be put on Probation, be Suspended or Dismissed. The student must repeat the course(s) during their next study semester and thus follow a modified program. Students experiencing academic difficulty should see their academic adviser as soon as possible. A student who is required to repeat a course will be dismissed from the College if his/her grade report again shows a grade of F, W, WX, UW or X (i.e., a second deficiency) in the same course.

UC Grade Replacement Policy for Repeated Courses. Undergraduates may repeat four (4) courses, not to exceed ten (10) semester credit hours under the grade replacement policy. When students complete the repeated class, the most recent grade (not the original class grade) is computed in the GPA. Both the original course and repeated course are marked on the student transcript as “approved grade replacement” but only the last grade is calculated in the cumulative grade point average. To replace a grade, students must complete a Grade Replacement form and submit it to the College office responsible for the current class no later than the fifteenth (15th) calendar day of the semester. http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html

Forms needed for registration adjustments/issues (drop/add, withdrawal, grade replacement), are available in the College Office – 665 Baldwin Hall.

Adding a class using an Add/Drop form after the first week of the term.

Three signatures are required: yours, the professor’s and the college offering the course. If the college is Arts & Sciences (non-CEAS courses, e.g. — MATH, PHYS, CHEM, ENGL, PSYC, COMM…), go to the second floor of French Hall-West to get the college signature and then take your Add/Drop to One Stop to process. If you need assistance from the department offering the course, here are the locations:

**Calculus - Math Department**
4199 French Hall, 556-4050

**Physics - Physics Department**
400 Geology-Physics Bldg., 556-0501

**Chemistry - Chemistry Department**
404 Crosley, 556-9200

**Office of Freshman Engineering & Technology**
665 Baldwin Hall-Dean Nevin, 556-3465

**Freshman English Office**
248 McMicken, 556-5924
Criteria for Academic Action

Academic Good Standing

- GPA 2.00 or above and staying on track with the curriculum for your academic major.

Probation – (one or more of the following conditions)

- Semester GPA of less than 2.00 – First Instance
- University cumulative GPA of less than 2.00 – First Instance
- Quality Point Deficiency (QPD) — The number of credit hours of B’s a student needs to bring the GPA up to 2.00. It can be easily figured using the GPA Calculator - [http://www.uc.edu/cat/GPACalculator.aspx](http://www.uc.edu/cat/GPACalculator.aspx)
  - Freshmen More than 8
  - Sophomores More than 6
  - Pre-Junior More than 4
  - Junior/Senior More than 2
- Behind in the curriculum of your academic major by six (6) semester hours or more
- First Grade Deficiency in a required course – F, W, UW, I/F, X, WX, or C- in a pre-requisite MATH or PHYS course.
  When repeating a course, be sure to complete and submit a Grade Replacement form – [http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html](http://www.uc.edu/registrar/policies_and_procedures/grade_replacement.html)
- ACCEND Students – First instance of GPA below 3.00

Suspension – (one or more of the following conditions)

- Semester GPA of less than 2.00 – Two consecutive semesters
- University cumulative GPA of less than 2.00 – Two consecutive semesters
- Quality Point Deficiency – (see explanation above)
  - Freshmen More than 12
  - Sophomores More than 10
  - Pre-Junior More than 8
  - Junior/Senior More than 6
- Suspension from Co-op Program
- ACCEND Students – REMOVAL from ACCEND Program for second consecutive instance of GPA below 3.00. Will be put in regular degree program and cannot return to ACCEND

Dismissal – (one or more of the following conditions)

- Semester GPA of less than 2.00 – Three Consecutive Semesters
- University cumulative GPA of less than 2.00 – Three Consecutive Semesters
- Quality Point Deficiency – (see explanation above)
  - Freshmen More than 20
  - Sophomores More than 17
  - Pre-Junior More than 13
  - Junior/Senior More than 10
- Second Grade Deficiency in a repeated required course – F, W, UW, I/F, X, or C- in a pre-requisite MATH or PHYS course.
- Dismissal from Co-op Program

Please see your adviser if you have concerns regarding your academic standing
Co-op Certification Requirements

After the Spring Semester of the freshman year, each student’s cumulative record is reviewed.

A student whose record satisfies the following conditions will be certified to participate in the Professional Practice (Co-op) program.

Conditions:

(1) Completed all course work (with the possible exception of one BoK elective or one English Composition course) required for the freshman year in their degree program with grades of A through D-, (C- in the case of Calculus and Physics courses);

(2) Earned a cumulative QPA of 2.000 or higher

Successful students will follow the program below:

<table>
<thead>
<tr>
<th>Summer Semester</th>
<th>Fall/Spring Semesters</th>
<th>Summer/Fall Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Classes</td>
<td>In Class/Co-op</td>
<td>In Class/Co-op</td>
</tr>
<tr>
<td></td>
<td>or Co-op/In Class</td>
<td>or Co-op/In Class</td>
</tr>
</tbody>
</table>

If a student does not satisfy the conditions stated above, they may:
1. be permitted to continue into the sophomore year but be required to delay participation in the Professional Practice program;
2. delay their year of graduation;
3. be suspended from the College; or
4. be dismissed from the College.

After professional practice is initiated, a student **must** continue alternate work and study semesters through the summer semester prior to the beginning of the senior year.

Students will be assigned to a co-op adviser in the Division of Professional Practice,
Joseph A. Steger Student Life Center – 7th Level

http://www.uc.edu/propractice.html
CEAS Learning Center — 801 Rhodes Hall,

The Learning Center provides state-of-the-art facilities for individual and group study, and tutoring (provided by engineering students), advising, and mentoring for undergraduates, especially first-year students. The Center provides an academic home for first-year CEAS students who typically take several required courses outside the College. The Learning Center enables new students to develop a sense of belonging to the College; this is especially important for students who live off campus.

Mathematics and Science Support (MASS) Center — 2133 French Hall - West

Tutors are available throughout the day to help with questions on any introductory level math classes. The MLC offers a space to study mathematics with classmates in a quiet environment where help is available when needed. A number of tables and computers, equipped with Mathematica and other software, are available for small group study.

http://www.uc.edu/aess/lac/masscenter.html

The Learning Assistance Center — 2441 French Hall

Tutoring, Academic Coaching & Supplemental Instruction

There are two possibilities for free UC sponsored tutoring. One is a face-to-face in-person tutor and the other is an online one-on-one tutoring session. You may sign up for tutoring either way by going to the Learning Assistance Center web site: http://www.uc.edu/aess/lac.html

The LAC also offers academic coaching and supplemental instruction.

Counseling and Psychological Services — 225 Calhoun Street, Suite 200

A professional counseling office within Student Affairs and Services, providing counseling, outreach programs, and related services for UC students and those concerned about their welfare. Students are assisted as they address and resolve personal issues so that they can make the most of their educational opportunities at the University. 24 hour phone consultation 513-556-0648.

http://www.uc.edu/counseling.html

Disability Services — 210 University Pavilion

Students with disabilities who need academic accommodations or other specialized services while attending UC will receive reasonable accommodations to meet their individual needs as well as advocacy assistance on disability-related issues. The University is strongly committed to maintaining an environment that guarantees students with disabilities full access to educational programs, activities, and facilities. http://www.uc.edu/aess/disability.html
CEAS Library
850 Baldwin Hall • Phone: (513) 556-1550 • http://libraries.uc.edu/ceas

A few statistics
• 140,000+ books
• 70,000+ ebooks
• 35,000+ journals online

Popular e-resources
• Compendex/Inspec
• IEEE Xplore
• Scopus
• CRCnetBASE e-books
• Knovel e-books
• Springer e-books
• MRS Proceedings Library
• SPIE Digital Library
• Web of Knowledge (ISI)

Workshops, tutorials, and guides
http://guides.libraries.uc.edu/

Have a question? Contact the librarian!
Ted Baldwin, Library Director
850G Baldwin Hall
ted.baldwin@uc.edu

Other library faculty and staff
• Jim Clasper, Assistant CEAS Librarian
• Amy Koshoffer, Science Informationist
• Hong Cheng, Global Services Librarian
• Rose Bruns, Circulation & Reserves
• Susan Hight, Journals & Processing

Keep informed of what's happening in the library, and add us to your social media.

@ceaslibrary  #ceaslibrary
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABC</td>
<td>Associated Builders and Contractors</td>
<td>NSBE</td>
<td>National Society of Black Engineers</td>
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<tr>
<td>ACCEND</td>
<td>Dual Enrollment in UG and Grad Program</td>
<td>PPAC</td>
<td>Pre Professional Advising Center</td>
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<td>AUDIT</td>
<td>Degree Audit</td>
<td>ProPEL</td>
<td>Professional Practice and Experiential Learning</td>
</tr>
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<td>BALDWIN</td>
<td>Baldwin Hall</td>
<td>QUAD</td>
<td>Area between Baldwin, Old Chem and Swift Halls</td>
</tr>
<tr>
<td>BLACKBOARD</td>
<td>Online site for courses</td>
<td>RALLY CATS</td>
<td>Student Pep Club</td>
</tr>
<tr>
<td>CATALYST</td>
<td>Online “one stop” center</td>
<td>REU</td>
<td>Research Experience for Undergraduates</td>
</tr>
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<td>CEAS</td>
<td>College of Engineering and Applied Science</td>
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<td>Rhodes Hall</td>
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<tr>
<td>CES</td>
<td>Center for Exploratory Studies</td>
<td>ROAR</td>
<td>Student Tour Tour Leaders</td>
</tr>
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<td>CO-OP</td>
<td>Job/Work Term</td>
<td>SANTA</td>
<td>President Ono’s first name</td>
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<td>DARS</td>
<td>Degree Audit Reports</td>
<td>SWE</td>
<td>Society of Women Engineers</td>
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<td>E³</td>
<td>Emerging Ethnic Engineers</td>
<td>TRIBUNAL</td>
<td>Student Government</td>
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<td>ERC</td>
<td>Engineering Research Center</td>
<td>U CONNECT</td>
<td>UC Email</td>
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<td>FYE</td>
<td>First Year Experience</td>
<td>WISE</td>
<td>Women in Science and Engineering</td>
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<td>LUCY</td>
<td>The live bearcat – she lives at the zoo and visits campus every now and then</td>
<td>DEPARTMENT</td>
<td>ENGL 1001 001 501928</td>
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</tbody>
</table>
Incoming Student Survey

The College Marketing Team wants to hear from you. Please take a few minutes to complete a brief survey. The results will tell us about you and how you came to a decision to attend UC's College of Engineering and Applied Science.

http://ceas.uc.edu/future_students/survey.html
Notice of Non-Discrimination

The University of Cincinnati does not discriminate on the basis of disability, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, sex, age, sexual orientation, veteran status or gender identity and expression in its programs and activities.

The University does not tolerate discrimination, harassment, or retaliation on these bases and takes steps to ensure that students, employees, and third parties are not subject to a hostile environment in University programs or activities.

The University responds promptly and effectively to allegations of discrimination, harassment, and retaliation. It promptly conducts investigations and takes appropriate action, including disciplinary action, against individuals found to have violated its policies, as well as provides appropriate remedies to complainants and the campus community. The university takes immediate action to end a hostile environment if one has been created, prevent its recurrence, and remedy the effects of any hostile environment on affected members of the campus community.

UC is committed to the ideal of universal Web accessibility and strives to provide an accessible Web presence that enables all university community members and visitors full access to information provided on its websites. Every effort has been made to make these pages as accessible as possible in accordance with the applicable guidelines.

Tamie Grunow
Sr. Associate Vice President &
Chief Human Resources Officer
Section 504, ADA, Age Act Coordinator
340 University Hall, 51 Goodman Drive
Cincinnati OH 45221-0039
Phone: 513-556-6381
Email: tamie.grunow@uc.edu

Handles inquiries regarding discrimination, harassment, or retaliation based on sex, race, color, religion, national origin, ancestry, medical condition, genetic information, marital status, age, and veteran status.

Karla Phillips
Interim Title IX Coordinator
3115 Edwards 1, 45 Corry Blvd.
Cincinnati, OH 45221
Phone: 513-556-3349
Email: karla.phillips@uc.edu

Handles inquiries regarding discrimination, harassment, or retaliation based on sex, sexual orientation, gender, and gender identity or expression.

Ronald Rateau
Assistive Technology Specialist
210 University Pavilion
Cincinnati, OH 45221
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TTY: 513-556-3277
Fax: 513-556-1383
Relay: 711
Email: ronald.rateau@uc.edu

Handles inquiries regarding the accessibility of electronic and information technology.