**Undergraduate Advising Handbook
Electrical Engineering and Computer Engineering

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**Procedure:**

In-person advising is preferred, but advising by email is acceptable if the situation warrants it. Always make it clear that you are *advising*, not *requiring* them to take the courses they take; the ultimate responsibility of what to take always lies with the student. *For every student you advise, the departmental office needs a record that lists what courses you suggested the student take.* This can be done several ways, including giving your copy of the orange advising form to Patty McNulty in 102B Riggs or emailing her a copy of the courses you advised the student to take. We will keep a copy of every advising meeting (or virtual meeting via email) in the students’ records. ABET expects us to do this, and it also protects us from students making things up and blaming advisors for their own poor decisions.

**Seeing the student’s current record:**

1. Go to <http://iroar.clemson.edu>
2. Click on “Current students, faculty, and staff”
3. Log in with Clemson username and password
4. Click on “iroar”
5. Click on “Faculty Services”
6. Click on “Student Information Menu”
7. Click on “Degree Works”
8. Enter student’s ID (starting with C) and hit Enter

If you have questions about using and understanding Degree Works, please contact Patty McNulty at (864) 656-5291 or pmcnult@clemson.edu.

**ECE curricula:**

<http://www.clemson.edu/ces/departments/ece/resources/undergrad_resources/curriculum.html>

Here you will find the EE and CpE curricula pages (8-semester curricular plans and technical elective lists) for current and past years, curriculum flowcharts (excel files), the list of corequisites/prerequisites for every ECE course, and the “Welcome to ECE” presentation given to all sophomores.

**Schedule of classes and undergraduate catalog:**
<https://sisssb.clemson.edu/sisbnprd/bwckctlg.p_disp_dyn_ctlg>
<http://www.registrar.clemson.edu/html/catalog.htm>

 **Releasing the student’s account:**After you have advised the student, you can either email Patty to “release” the account so the student can sign up for courses (please include name and student ID if you do this), or you can do this yourself. To do it yourself, do steps 1-6 above to get to the student information menu, then:

1. Click on “Clear Students for Registration”
2. Select the appropriate term
3. Click the submit button at the bottom to display all your advisees
4. Click the “Clear to Register” box for the student you wish to clear and click submit.

**Additional advising:**If you don’t know the answer to a question, try calling Patty McNulty at (864) 656-5291 while the student is still in the office. If she is not available, tell the student you will let them know the answer later, and email the question to Patty at pmcnult@clemson.edu.

 **C-or-better, two-attempts, and GPR rules:
*ECE pre-requisite rule:*** A student is only allowed to enroll in a given ECE class when ALL prerequisites are passed with a grade of C or higher. Students enrolled in classes for which deficiencies are found will be dropped from class rolls.
***ECE two attempts rule:*** No student may exceed a maximum of two attempts, excluding a W, to complete any ECE course. Academic forgiveness does not give a student additional attempts. A student wishing to take a course a third time MUST submit a variance request. Variance requests may or may not be approved, depending on the particular situation of the student.
***GPR and Engineering GPR (EGPR) rules:*** To graduate, a student’s GPR and EGPR must be at least 2.0. A GPR of at least 2.0 is required for enrollment in 3xxx and 4xxx engineering courses; an EGPR of at least 2.0 is required for enrollment in 3xxx and 4xxx ECE courses. A student wishing to take such courses despite a GPR or EGPR below 2.0 must submit a variance request. Variance requests may or may not be approved, and, if approved, typically restrict the number of engineering or ECE hours the student can take.

**Forms:**
<http://www.clemson.edu/ces/departments/ece/resources/undergrad_resources/forms.html>

***The undergraduate coordinator signs the following forms, not individual faculty:*** academic forgiveness, change of major/add a minor, variance request, permission to take graduate courses, approval for courses taken abroad; the student should first discuss these forms with Patty McNulty in 102B Riggs before being filling them out
***Research advisors sign the following forms:*** creative inquiry approval, senior design project approval, honors research approval; these forms should be given to Patty after obtaining advisor signatures

**Humanities and social science (HSS) requirements:**<https://www.clemson.edu/academics/advising/documents/3_genedandcoursespecificInfor.pdf>See pages 3-7 for master list of all HSS courses and what requirements they satisfy. **3 hrs Literature, 3 hrs Non-Lit Humanities, 6 hrs Social Science, 3 hrs Special Elective**The two Social Science courses must be selected from different fields.
The special elective can be extra HSS or a tech elective or certain other courses. (See the curriculum pages for details.)

***Special Elective***Students may also choose their Special Elective from the list of courses found here [**http://www.clemson.edu/ces/current-students/humanities\_policy.html**](http://www.clemson.edu/ces/current-students/humanities_policy.html) ***Science and Technology in Society (STS) Requirement:***
STS course can be chosen that *combines* STS with above HSS requirements.
<http://www.clemson.edu/academics/sts/approved-courses.html>
<http://www.clemson.edu/academics/sts/meet-requirements.html>
The first link is of all current STS courses; the second is a list of STS courses that also satisfy other HSS requirements
***Cross-Cultural Awareness (CCA) Requirement:***
CCA course can be chosen that *combines* CCA with above HSS requirements.
<https://www.clemson.edu/academics/advising/documents/3_genedandcoursespecificInfor.pdf>
See pages 14-15 for CCA information including lists of courses that satisfy other HSS reqs.

**Creative inquiry:**<http://www.clemson.edu/ces/departments/ece/academics/undergrad/Creative_Inquiry.html>

ECE 2990, 3990, or 4990

3 hours can satisfy one ECE technical elective

More information: <http://www.clemson.edu/academics/programs/creative-inquiry/>

Search for projects: <http://ci.clemson.edu/forms/find_a_project/>

Tip: In the search box, enter “electrical” or “computer”

**Co-op:**

<http://career.clemson.edu/cooperative_education/students/>

Enter as sophomores or juniors, minimum GPA 2.5

2 semesters, 1 summer (or can do internship, 1 semester or summer)

**Calhoun honors:**

<http://www.clemson.edu/cuhonors/>

Minimum GPA 3.5 for admission

***General Honors:*** <http://www.clemson.edu/cuhonors/studenthandbook/>

***Departmental Honors*:** <http://www.clemson.edu/ces/departments/ece/academics/undergrad/honors.html>

At least 5 credits from H2010, H2020, H2620, H3170, H3200, and H3300, of which 3 must be H3300 or H3170. Also H3000 (1 credit) and a research project.

**Study abroad:**

<http://www.clemson.edu/studyabroad/>

**Minors:**At least 15 hours of at least 9 hours at 3000 level or higher
Each minor has specific requirements
***MATH minor:*** MATH 2080 plus 12 hours at 3000 level or higher from list
CpEs take 2080, 3110, 4190, and can take one as special elective–then only need one more.
EEs take 2080, adv. math elec., and can take one as special elective–then only need two more.
***CPSC minor****:* CPSC 2120 plus 12 hours of which 9 is at 3000 level or higher
Discussions of what CpEs need for CPSC minor are continuing. At this point we cannot promise that the petitions described below will always be approved. The following is suggested: (1) Petitioning that credit be given for ECE 2220 and 2230 in lieu of CPSC 2120. (2) Petitioning for credit for ECE 3220 (cross-listed as CPSC 3220). (3) Petitioning for credit for ECE 3520 (cross-listed as CPSC 3520). (4) Taking CPSC 2150, as it goes further into object-oriented programming and is a prerequisite for many other CS courses. (5) Taking an additional 3xxx or 4xxx CPSC course.

**Double majors:**

***ECE and non-ECE double majors:*** These students have two advisors, one for each major. You are only responsible for advising the ECE “side”.

***EE and CpE double majors:*** Anyone contemplating this combination should be instructed to visit Patty. We have special advisors for students in this situation. Any academically strong student considering this should be told to alternatively seriously consider the combined BS/MS program.

**FE exam:**

<http://ncees.org/exams/fe-exam/>

A necessary step to becoming a licensed professional engineer (PE); it is best to take while still in school (senior year). Must take at approved testing center (nearest is Greenville). There is an Electrical-and-Computer-specific FE exam. *Advisors are encouraged to discuss the FE exam with all EE students.*For more information on the FE exam, students may contact Melody Huitt at mhuitt@clemson.edu. She has sample test questions and additional study materials.

**Limits on credit hours:**For fall and spring semesters, during registration the limit is 19 hours; students can register for up to 21 hours after the semester begins. In summer the limit is 20 hours. However, students taking ECE online classes in the summer should be *strongly* encouraged to take no more than two ECE classes per term (two in Summer I and two in Summer II), and only one per term if they have significant other activities (such as a part-time job).