

# Welcome to UB's School of Engineering & Applied Sciences!

## Here are some answers to the most Frequently Asked Questions...

### MY ADVISOR:

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Q: Who is my advisor?

A: Office of Undergraduate Education, UB School of Engineering and Applied Sciences, 410 Bonner Hall, (716) 645-2775, [ubengineer@buffalo.edu](mailto:ubengineer@buffalo.edu).

We do not assign you a specific advisor; you have access to all of us! In fact, we also utilize the faculty as mentors so that you can discuss technical issues with an expert. If you would like to consistently see one particular advisor, all you need to do is request to see that advisor each time you make an appointment. See:

<http://www.eng.buffalo.edu/undergrad/about/directory> for a listing of Senior Academic Advisors in Engineering.

Q: Do I have to see an advisor to register for future classes?

A: Only students who are participating in the Finish in 4 program are required to see an advisor every term. However, we encourage all students to see an advisor each term to get information on the appropriate courses to take. There are many important sequencing issues that you need to be aware of, including things like course requisites and once a year course offerings. Please see the color-coded electronic outlines for each of our majors available on our website at <http://www.eng.buffalo.edu/undergrad/advisement/flowsheets/> for a better understanding of some these sequencing issues.

### MY MAJOR/MY SCHEDULE:

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Q: I viewed my schedule in the HUB, but want to change a class or two. Do I have to talk to an advisor?

A: Each class in your schedule was selected by an academic advisor to fulfill a specific requirement in your major and/or the university. In most cases the same exact schedule was also given to several other students so that it will be easier for you to meet and study with other engineering majors. Changes to your schedule are possible, but will mean that this continuity will not be as effective for you. Although you can attempt to make schedule changes on your own, **we strongly recommend that you get assistance with changes**. There may be issues regarding prerequisites, multiple sections, limited available seats (sometimes courses look open but seats are reserved), etc. that an advisor should give you input on. Since some course changes are more complex than others we prefer that you submit your request through our online form at: <http://www.eng.buffalo.edu/freshman-schedule> no later than Friday, August 7 and let us help determine the best way to proceed.

Q: I want to change my major. How do I do this and do I have to change my schedule?

A: If you are changing between two engineering majors and neither of these is computer engineering or engineering physics, you will not need to change your first-semester schedule. However, if you are switching to or from Computer Science, Computer Engineering, or Engineering Physics your requirements may change your first semester schedule. Use the details section of <http://www.eng.buffalo.edu/freshman-schedule> to request a change in your major no later than Friday, August 7.

Q: Why are EAS 140 and CHE 107 each listed three times in my schedule?

A: EAS 140 Engineering Principles has a lecture, lab, and discussion section. CHE 107 General Chemistry I for Engineers has a lecture, recitation, and a lab. Attendance at all components is required. Although the room locations for the CHE 107 lab component are currently listed in your schedule as "Nsc Arr" (section ID ends with an "8"), a particular lab room will eventually be listed in your schedule. The CHE 107 recitation and lab components will not begin meeting until the week of September 7.

### UNITS/CREDIT HOURS:

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Q: Do I need to take 17-18 units/credit hours this term?

A: To graduate in four years the typical engineering student needs approximately 17 credit hours per term. However, if you prefer to take a lighter course load you may choose to take summer courses or take a little longer to graduate (see question section regarding Finish in 4). Of course, if you have already earned transfer credit or other college credit that will meet a graduation requirement (in your major or perhaps for general education) then you could choose a lighter course load at some point during your studies: early on if you are worried about the transition or

later when the courses may become more challenging. If you would like to be eligible for the University Dean's List, you must take at least 15 credits per semester. Students need at least 12 credits to be full-time.

#### TRANSFER CREDIT:

Q: Will the college credit I earned in high school through a local college/university count for anything?

A: If the school that you took classes at was an accredited institution these courses will probably transfer to UB for credit. You can visit UB's Transfer Articulation System (TAURUS) at <http://taurus.buffalo.edu/> to find out exactly how your courses will transfer (what UB requirement they might satisfy).

If you noted transfer credit on your orientation data form then we accounted for this in your fall schedule by avoiding any UB classes that would duplicate a requirement. Please note that if you have not already done so, you need to have the college/university granting college credit send an official college transcript to: Office of Admissions, University at Buffalo, 12 Capen Hall, Buffalo, NY 14260. We have not verified receipt of any transfer credit at UB. You will need to confirm your transfer credit through later advising sessions during the academic year.

#### ADVANCED PLACEMENT (AP) CREDITS:

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Q: Do I get credit for AP classes that I took in high school?

A: Please visit <http://registrar.buffalo.edu/tc/pdfs/APchart.pdf>. Here, you will find articulation for each AP exam offered. To earn credit as outlined in this chart you must have the College Board send an official score report to UB (SUNY Center Buffalo/School Code 2925). If you did not do this at the time you took the exam(s) or after you made the decision to attend UB, do so now! A high school transcript is not accepted as proof of AP credit.

Q: According to the chart above and/or the enclosed General Education Requirements document, I expect to earn credit for the calculus, chemistry, physics, English, World Civilization I, Arts, or Social and Behavioral Science class that is in my fall schedule. What are my options? What do you advise?

A: Please review the enclosed Advanced Placement Credit document and follow-up with us as directed.

#### HOUSING:

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Q: I am coming to UB from outside the area and will need housing. Where can I get information?

A: Campus Living. Check them out on the web at <http://www.ub-housing.buffalo.edu/>. You can also call them toll-free at 866-285-8806. In addition, if desired there is an Off-Campus Housing Office with a website at <http://www.offcampushousing.buffalo.edu> and phone number: 716-829-2224.

#### TECHNOLOGY:

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Q: If I have my own computer to bring how do I connect it to UB's systems?

Q: What kind of computer should I buy?

A: The answers to these questions and more can be found at: <http://www.buffalo.edu/ubit/service-guides/getting-started-at-ub.html>

Q: What does my engineering department recommend for a computer?

A: The University recommended standards available at <http://www.buffalo.edu/ubit/service-guides/hardware/getting-started-with-hardware/purchasing-or-using-an-existing-computer.html> are acceptable for all Engineering programs. You do not need to check with your academic department to inquire about particular specifications. This information is coming to you from the Dean's Office on behalf of all engineering programs. Specialized software required for some engineering classes is available in the engineering computer labs and is typically not installed on student-owned computers.

Q: What kind of calculator will I need for my classes?

A: While not required, some students prefer to use a graphing calculator in some classes. Our recommendation is to get a good scientific calculator with at least the following properties: Log and anti-log, Exponentials, Sin and Cos, and their inverses. However, most professors will not allow you to use them when taking tests, especially during your first two years.

## OTHER:

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A: We strongly encourage you to become familiar with our web site. The information we maintain online addresses many common questions and concerns: <http://www.eng.buffalo.edu/undergrad/>.

## FINISH IN 4:

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Q: What is Finish in 4?

A: Most students enter college expecting to finish in four years. Yet many take five or six years, even in majors designed for four. With Finish in 4, we'll help you complete your undergraduate studies as economically as possible so you can move on to further study or employment. More information about Finish in 4 is available online at <http://advising.buffalo.edu/fif/>.

Q: How do I sign up for Finish in 4?

A: Students take the pledge to Finish in 4 on the Orientation Data Form. If you did not sign up for Finish in 4 on the data form and would like to participate, please visit the Finish in 4 website to take the pledge online.

After taking the pledge, the next step is to schedule an advisement appointment with an academic advisor in 410 Bonner Hall. You may contact us to schedule this appointment after the second week of classes. Since you must meet with us before you enroll for spring classes and registration for spring classes will begin by early November, do not delay scheduling this appointment.

During this appointment, an engineering advisor will introduce the four year outline of course requirements for your major. If you are undecided they will help you understand the timeline for making the decisions necessary to finish in four years. You will also review some additional advisement details that pertain to UB Engineering students in particular.