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Degree Descriptions

• Agricultural Engineering: provides a fundamental understanding of the natural, mathematical and engineering sciences. Graduates can apply this understanding to design devices and processes in a wide range of careers in civil, mechanical, electrical, agricultural, environmental, and process engineering.

• Biochemical Engineering: utilizes the governing principles of living systems, properties of biological materials and engineering methodology in the processing of biological materials and in processes using biological agents such as cells, enzymes, and antibodies.

• Biological Engineering: uses engineering methods and the principles of biology to solve some of the greatest challenges facing society today. The graduates of this program have a deep background in engineering, mathematical and biological sciences, and the ability to design systems that integrate the biology with technology.

• Civil Engineering: is the oldest engineering discipline dealing with the planning, designing, construction, and operation of facilities necessary to modern life such as homes, buildings, bridges, roads, ports, and harbors, airports, dams, and water and wastewater treatment facilities. Graduates are tasked with meeting the challenges of a growing world by solving problems related to traffic congestion, clean water supply, and urban infrastructure development.

• Computer Systems Engineering: emphasizes the application of engineering concepts, techniques and methods to development of systems founded in hardware-software integration. Unlike the traditional focus of computer engineering, computer systems engineers will have a greater understanding of computer software development and how to use computers to automate, monitor and control various systems.

• Electrical and Electronics Engineering: involves the study and application of electricity, electronics and electromagnetism in highly relevant areas such as power and control systems, microelectronics, and telecommunications. In this degree program, students will learn about how electrical engineering integrates math, physics, science and technology to enable them to design electronic devices from microchips to industrial controls.

• Environmental Engineering: Environmental issues are paramount to society. Challenges in energy water resources, solid waste, air quality, globalization, climate change, urban sprawl, food production, and environmental degradation must be addressed in a comprehensive effort to promote a sustainable and resilient society. Graduates will be uniquely prepared for careers devoted to finding solutions to these and other problems.

• Mechanical Engineering: is a very broad discipline that has helped create the modern society that we enjoy. The goal of the mechanical engineering program is to prepare students to provide solutions to current and future pressing societal challenges, such as environmental issues, energy concerns and the build environment, and advances in medical and manufacturing technologies.
Engineering + German Dual Degree

In today's increasingly globalized society, the well-rounded engineering graduate who speaks fluent German and possesses deep intercultural competence and international work experience will truly stand out in the job market. At the University of Georgia, you have the unique opportunity to distinguish yourself by earning a degree that is far more than the sum of its parts. Go beyond the beaten path with a dual degree in German and engineering. Currently there are more than 80 German firms that incorporate engineering in their business operations with offices in Georgia. Some of these are well known firms such as Porsche, Mercedes Benz, Siemens, while others are less well known to the general public but still offer great opportunities for a professional career.

- Five-year course of study resulting in **TWO** bachelor’s degrees:
  - AB in German
  - BS in your chosen engineering field
- Fourth year spent abroad:
  - Four weeks of intensive language instruction at the Goethe Institut in Bonn, Germany
  - Semester of study at the Karlsruhe Institute of Technology (KIT), one of Germany’s top-ranked technical universities
- Internships with a German engineering company

**Enrollment Information**

- To enroll the Dual Degree in Engineering and German (DDEG) program, please complete the registration form and submit it to Lauren Anglin-lauren.anglin@uga.edu.
  [http://engr.uga.edu/uploads/main/Registration_Form_for_the_Dual_Degree_in_Engineering_and_German_Program.pdf](http://engr.uga.edu/uploads/main/Registration_Form_for_the_Dual_Degree_in_Engineering_and_German_Program.pdf)

**Contacts**

- Students interested in learning more about a dual degree in German and agricultural, biochemical, biological or environmental engineering should contact Dr. David Stooksbury-destooks@uga.edu.
- Students interested in learning more about a dual degree in German and civil, computer systems, electrical or mechanical engineering should contact Dr. Thomas Lawrence-lawrence@engr.uga.edu.
- To learn more about the German program at UGA, please contact Dr. Katie Chapman-katieec@uga.edu or visit gsstudies.uga.edu.

  *Competitive scholarships are available for this program

**Double Dawgs**

The Double Dawgs program was created to give ambitious and motivated students a competitive advantage in today's knowledge economy. By earning both a bachelor’s degree and a master’s degree in five years or less, students can save time and money while positioning themselves for success after graduation. **The Double Dawgs programs do not add hours onto your undergrad degree requirements.** If admitted to a Double Dawgs program, your necessary courses would be placed into your curriculum through your required engineering elective courses.
Engineering: [http://engr.uga.edu.double-dawgs](http://engr.uga.edu.double-dawgs)

The completion of a thesis M.S. in Engineering enables the student to gain in-depth expertise through their research and supporting coursework that can launch them into a Ph.D. and accelerate their doctoral work or give them a competitive edge and add experience years for industry employment. Earning an M.S. has been shown to significantly improve total earning potential over the length of a career verses a B.S. alone.

Applicants must:

- Have a minimum overall UGA GPA of 3.0
- Be on track to graduate in May 2020
- Be considering completion of a Master's in your area of engineering after graduation
- Be currently engaged in research with a faculty member (or have firm plans to be)

MBA: [http://engr.uga.edu.academics/MBA](http://engr.uga.edu.academics/MBA)

Undergraduate Engineering students may earn both their Bachelor of Science in Engineering degree and an M.B.A. in a total of five years through this dual degree program, which is also the first and only Engineering/M.B.A. degree offered by the University System of Georgia. This curricular combination will provide graduating students with not only the necessary engineering expertise, but also the business skills needed for professional advancement and career success.

A complete application requires:

- 1-page Resume
- Letters of Recommendation: 1 required, 1 optional; it is preferred that one letter be from an internship supervisor
- Unofficial transcripts
- One internship
- Unofficial GMAT or GRE scores reports
- Unofficial TOEFL or IELTS (if required)
- Essay(s): 1 required, 1 optional
- $100 application fee

**Tips for Academic Success**

- **Go to class**
  - Going to class is the bare minimum for being successful in college. Missing a class should be a rare occurrence; something that happens at most once or twice a semester. If you have to miss more than that due to extenuating circumstances, you should reach out to Student Care and Outreach for assistance.

- **Take notes during class and review them at the end of the day**
  - Studies show going over what you learned in class at the end of each helps you retain information much better and makes preparing for exams easier. A study of students found at the end of a 9 week period those who reviewed their notes within a day recalled about 75 percent of the information. Those who did not review their notes were unable to recall even 50 percent of the information after one day, and only a little more than 20 percent of the information after nine weeks.¹
Do your assigned readings and practice problems

- This can help mitigate confusion during class and the more practice problems you do the quicker and more efficient you will be able to do your exams. Being able to work through complex problems in a timely manner is a must for engineering students.

Maintain use of a weekly planner

- Having a planner to look over daily serves as a great memory jogger for you and frees your mind to focus on your priorities. There is a weekly planning tool at the end of this document that can be used to organize your weekly schedule.
- There are also several mobile apps available that can assist with time management. Some examples include iHomework2, Todoist, Any.do, Studious, Evernote, and more.

Go to tutoring

- Tutoring offers the opportunity to meet with peers who have successfully completed the course being tutored to discuss class content, ask questions, and share study tips and resources. It’s a great place to do homework. See the Academic Support Resources section to view tutoring opportunities.

Go to professor’s office hours

- Introducing yourself and pursuing individual assistance helps personalize the class for you and the instructor giving you an opportunity to more effectively connect with the class material and your major.

Form study groups

- This can help in a lot of ways. Having a group to study with can help in comparing notes which can allow for filling in any information or concepts that you individually may have missed during lecture. Sometimes hearing information from the perspective of another student can make information easier to understand. It’s good to have a support system for motivation and accountability and if you miss class you can get notes from the members of your group.

Vary the order in which you study course material

- Studies show that people remember concepts that are studied at the beginning and end of study sessions. Study materials in different orders each time to avoid a situation where you are unable to remember information always covered in the middle of study sessions.

Think of your semester in 2-week increments

- This helps you avoid burnout and makes the work you are doing seem more manageable.
  - In those two weeks, prioritize each task as vital, important, and optional.

Do not procrastinate

- Putting things off until the last minute can create more stress than staying on top of them. If you tend to put off seemingly overwhelming or unpleasant assignments, try starting the process in the first week of being assigned and break the assignment down into smaller tasks that require less time commitment and give yourself specific deadlines for completing each task.

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1 Keith Allen: Strategic Time Management (for College Students) [https://prezi.com/r4ncgarhxjys/strategic-time-management-for-college-students/](https://prezi.com/r4ncgarhxjys/strategic-time-management-for-college-students/)
Find a good study area and form a good study routine
- There are two areas that are crucial to improving concentration which enhances memory: the study environment and structure for study sessions. You want to study in an environment that’s distraction free, comfortable, and where the materials you need for studying are present. You want to develop realistic goals for study sessions. Start studying far in advance of your exams, preview course materials and identify the main topics you will cover and what you are expected to learn first pick one concept at a time to review. This will provide a framework for absorbing the details you will learn as you look over your course materials. Mastering each concept builds confidence and avoids the discouragement that can come from cramming prior to exams.

Make time for yourself
- The care and attention you give yourself is important to success in all aspects of life. Affording yourself time to relax can help you recuperate mentally and physically which makes you more efficient when working on assignments. Plan to reward yourself when you accomplish a difficult task. Mobile apps such as Stop, Breathe, and Think and MindShift can be used to manage stress and anxiety.

Try to avoid multitasking
- Studies have shown that multitasking can actually lead to a loss in productivity through losing time when switching from one task to another and it often causing difficulty in maintaining focus.

Ask questions if you are confused
- Make a note when you don’t understand what’s going on in class and get help during your professor’s office hours, during study group study sessions, or during tutoring.

Use supplemental online study materials
- There are online materials such as Chegg Tutors, MIT OpenCourseWare, and Khan Academy, and YouTube videos you can use to supplement your in-class instruction. Mobile apps like Quizlet and Brainscape-Smart Flashcards can be used to create flashcards for your classes.

Have your Outlook account on your phone and activate notifications
- This will help you avoid missing out on important information and can help you remember important appointments and deadlines if you use the calendar tool.

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2 Sue Chapman and Michael Rupured: 10 Strategies for Better Time Management
https://secure.caes.uga.edu/extension/publications/files/pdf/C%20201042_1.PDF

3 Virginia Tech Cook Counseling Center: Improving Concentration/Memory
https://www.ucc.vt.edu/academic_support/online_study_skills_workshops/improving_concentration_memory.html
**Yearly Milestones**

**Prior to Enrolling**
- Attend orientation
- Register for fall term
- Make sure your AP/IB scores and any other college credits are accounted for on your UGA transcript
- Become familiar with the UGA Bulletin, DegreeWorks, SAGE, Athena, and engineering curriculum
- Do some career exploration to assist in clarifying career interests and goals.

**Year 1**
- Schedule appointments in SAGE and meet with your academic advisor to work together on academic plans for the fall, spring, and potentially summer semesters
- Explore and join student organizations
- Become familiar with academic resources and student services (i.e. tutoring resources, attend Division of Academic Enhancement workshops and academic coaching, join study groups, attend professor and advisor office hours)
- Complete Alcohol Edu + Haven in the appropriate amount of time
- Maintain use of a weekly planner (There is a daily planning tool located at the end of this guide)
- Learn more about co-op and internship opportunities, attend career fair prep events, and look into summer internship opportunities
- Develop a resume and have it critiqued by career consultant
- Attend fall and spring career fairs
- Familiarize yourself with the High Demand Major Application process
- Attend employer engagement events
- Look into research opportunities
- Look into registering for courses over summer at UGA or another institution
- Establish and maintain a solid GPA

**Year 2**
- Schedule appointments in SAGE and meet with your academic advisor to work together on academic plans for the fall, spring, and potentially summer semesters
- Start outlining and establishing your personal and professional goals
- Identify and connect with individuals in your chosen career track
- Write your personal statement of purpose and apply for acceptance into the college of engineering
- Attend career fair prep events
- Attend fall and spring career fairs
- Create a LinkedIn profile and start searching for employer networking opportunities
- Apply for co-ops and internships
- Attend employer engagement events
- Complete co-op permission form if offered a co-op opportunity
- Learn more about Double Dawgs Programs and the application process
- Change major from intended to full in Athena once informed of acceptance in the College of Engineering
- Start preparing for the graduate school entrance examinations (GRE, GMAT, LSAT, etc.)
- Consider applying for the Engineering Student Ambassador Program
Year 3

- Schedule appointments in SAGE and meet with your academic advisor to work together on academic plans for the fall, spring, and potentially summer semesters
- Take graduate school entrance examinations if interested in a Double Dawgs program
- Identify a faculty mentor and potentially start working with them on research if interested in Double Dawgs Engineering
- Check your flowchart and UGA Bulletin to ensure you are taking courses necessary to begin the senior design project in the following fall semester
- Attend employer engagement events
- Meet with career consultant to properly reflect any work experience you have gained through co-op or internship opportunities
- Attend fall and spring career fairs
- Explore taking on a leadership role in a UGA club or organization
- Consider applying for the Student Ambassador Program if not already a member
- Start preparing for and thinking about when you want to take the FE Exam
- Visit with career consultant for job search or graduate school planning
- Apply to Double Dawgs programs if interested

Year 4

- Schedule appointments in SAGE and meet with your academic advisor to work together on academic plans for the fall, spring, and potentially summer semesters
- Start senior design project in fall and complete it in spring
- Apply to graduate in Athena prior to the withdrawal deadline of your projected graduating semester
- Take the FE Exam if you haven’t already and submit proof of completion to your academic advisor
- Begin applying for jobs or to graduate schools if you haven’t already
- Attend graduation ceremonies!

Note: This is a sample plan for your years as a student in the College of Engineering at UGA and many students will differ on their timeline for graduation depending on co-op or internship participation, Double Dawgs participation, number of hours taken each semester, and many other factors.

What is Academic Advising?

Academic advising is a mandatory and essential part of the undergraduate educational experience and helps students attain their academic goals. Professional academic advisors serve this important role in undergraduate education at the University of Georgia. Advisors help students understand the options and opportunities for academic programs of study, degree requirements, academic resources, and course selection. Advisors are key advocates in fostering a climate of high academic expectations at the University of Georgia and will support and encourage a challenging and successful undergraduate education. Students are expected to be full participants in academic advising and thus to be both prepared for and engaged in the advising experience.

Note: The academic landscape is always subject to change, and although advisors can provide advice, each student is ultimately responsible for knowing and understanding the degree requirements and policies related to his/her own academic progress.
**Expected Outcomes for the Advising Experience:**

- Demonstrate an understanding of the curriculum including general and major elective requirements
- Develop a plan of study for achieving goals and select courses each semester to fulfill those goals
- Utilize University resources and services in achieving academic, personal and career goals

**Expectations of Students:**

- Understand and accept that you are ultimately responsible for your education and your own decisions
- Learn and understand University/College/School policies, procedures, and requirements
- Communicate respectfully and concisely with your advisor through in-person, phone, and email interactions.
- Schedule advising hold clearance appointments in SAGE
- Be courteous and cancel or reschedule appointments if necessary
- Arrive at appointments prepared and on time
- Prepare for advising appointments by reviewing your degree requirements and thinking of questions to ask in advance
- Check Athena to ensure any holds on your account are cleared prior to your registration date.
- Check to make sure all prerequisites have been completed for the courses planned for the next term
- Keep advisor informed of academic progress, challenges, and career goals
- Maintain a habit of checking your UGA email every day
- Communicate with your advisor if you are having issues with any aspect of your UGA experience

**Expectations of Advisors:**

- Help with course selection, encourage career exploration and campus involvement, and assist in the development and attainment of goals
- Be accessible for meetings during office hours by appointment, telephone, or email
- Meet each semester before the registration period to help with course selection and academic planning to approve your academic schedule for the next term
- Maintain confidentiality
- Monitor and accurately document progress toward meeting educational goals
- Understand and effectively communicate curriculum requirements, academic policies, and procedures
- Assist with the registration process
- Provide information on resources and make appropriate referrals if advisor cannot provide necessary assistance

**Advising Walk-in Office Hours**

Advisors maintain office hours in which you can come by without appointment to ask questions or seek advice pertaining to academic related situations. No meetings for academic advising hold clearance are usually done during these hours. Walk-in hours will be located on an advisor’s appointment calendar in SAGE.
No Show Policy

Each advisor has a no show policy in place for students that miss or show up too late for appointments. Students who are in violation of the policy will be allowed to make another appointment later in the semester (usually towards the beginning of course registration). This is in place to ensure every person has a fair opportunity to schedule an appointment prior to the start of registration.

Email Etiquette

- Always include your name, 81 number, and major
- Be sure to use the subject line and ensure it clearly summarizes the point of the email
- Always include a proper greeting and salutation
- If emailing about a course, always include the proper course name and number
- Check your email daily so you don’t miss out on important messages about academic and professional opportunities

GOOD VS. BAD EMAIL

Subject: ENGR 1120-Registration Issues

Dear Ms. Amber,

My name is Bob & I am a first year Intended- Civil Engineering Major. I met with you last week for advising. This morning while registering for classes, I was unable to register for ENGR 1120. I noticed on the UGA Bulletin that MATH 1113 is the prerequisite that I already have AP credit for. How can I go about fixing this registration issue? Below I’ve copied the information you requested if I receive a registration error:

Bob Smith
811111111
ENGR 1120, Spring 2018
Pre-requisites not met

Thank you for your time.

Sincerely,

Bob Smith
811111111

Subject: none

Hey, why can’t I register for graphics.
**Academic Advising Online Tools**

**Athena:** [athena.uga.edu](http://athena.uga.edu)
- Athena is the online access to the student information system application. It allows students to register for courses, view or update student records, view financial aid information, and much more.

**Bulletin:** [http://bulletin.uga.edu/](http://bulletin.uga.edu/)
- The UGA Bulletin has EVERYTHING you need to know about course descriptions, prerequisites and corequisites, majors, minors, certificates, University and College/School Requirements.

**DegreeWorks:** [https://sis-degreeworks.uga.edu/](https://sis-degreeworks.uga.edu/)
- DegreeWorks is a web-based tool to help students and advisors monitor a student's progress toward degree completion. DegreeWorks combines the University of Georgia’s degree requirements and the coursework completed into an easy-to-read worksheet that helps see how courses completed count toward degree requirements, and that helps to see what courses and requirements still need to be completed. It also contains a GPA calculator tool for completed courses. This system is designed to aid and facilitate academic advising, but is not intended to replace face-to-face advising sessions.

**GPA Calculator:** [https://gpacalculator.net/college-gpa-calculator/](https://gpacalculator.net/college-gpa-calculator/)
- While your DegreeWorks account has a GPA calculator that can be used to calculate completed coursework, you may also be interested in seeing how results in a semester in progress will impact your GPA. You can use an online GPA calculator to get an idea of how much a projected best case and worst case scenario would impact your GPA.

**SAGE:** [https://sage.uga.edu/](https://sage.uga.edu/)
- Student Advising and Guidance Expert (SAGE) is UGA's advising software that allows students, advisors, and other academic leadership personnel to schedule appointments for advising, tutoring, or experiential learning online and provides advisors with various tools for tracking student success.
General Education Core Curriculum

General Education courses help students develop skills in writing and critical thinking; engage in topical contemporary issues; and increase understanding of diversity, the natural and social sciences, and the arts and humanities. General Education options differ depending on each student’s college and type of degree; some courses are specified by degree programs. Each major within engineering require students to take specific life science electives. You should consult the UGA Bulletin for the specific options for your major. With the exception of Environmental Engineering majors, COMM 1110: Public Speaking is a requirement for all engineering degree seeking students and will also satisfy the UGA humanities requirement.
While many of the UGA’s academic core requirements such as physical science and quantitative reasoning are already established in your curriculum through math and physics courses, you will need to take a certain number of hours in courses pertaining to subject areas below in addition to your engineering related coursework:

- World Languages and Culture (9 hours)
- Humanities and the Arts (3 hours)
- Social Sciences (9 hours)
- English 1101 (3 hours)
- English 1102 (3 hours)

Note: English 1101 requires a C or better and an average of 2.0 or better is required for both English 1101 and English 1102.

For a list of options that will satisfy the above requirements, consult the UGA Bulletin: [http://bulletin.uga.edu/GenEdCoreBulletin.aspx](http://bulletin.uga.edu/GenEdCoreBulletin.aspx)

Other University Requirements

- **Cultural Diversity Requirement**
  All degree programs at the University of Georgia require students to take a course that contains a comprehensive exposure to cultural diversity. There are cultural diversity course options that can be counted in your World Language and Culture or Social Science requirements. Course options that satisfy the cultural diversity requirement can be found here: [http://bulletin.uga.edu/bulletin/cultural_div_college_req.html](http://bulletin.uga.edu/bulletin/cultural_div_college_req.html)

- **Environmental Literacy Requirement**
  All degree programs at the University of Georgia require students to take a course pertaining to basic scientific principles which govern natural systems and the consequences of human activity on local, regional, and global natural systems. For the College of Engineering, there are particular life science courses that are preferred for each major. Please consult your degree requirements for your major in the UGA Bulletin for specific courses that are preferred for satisfying the requirement.

- **Experiential Learning Requirement**
  Experiential learning at the University of Georgia gives students hands-on opportunities to connect their academic foundations to the world beyond the classroom, through creative endeavors, study abroad and field schools, internship and leadership opportunities, faculty-mentored research, and service-learning. All UGA students are required to engage in at least one approved experiential learning activity that enhances learning and position them for success after graduation. For College of Engineering students, the Experiential Learning Requirement is already built into the engineering coursework.

- **First Year Odyssey**
  All first-year undergraduate students who matriculate fall semester 2011 and thereafter must successfully complete one First-Year Odyssey Seminar by the end of the first year in residence. This policy excludes transfer students. The course introduces first-year students to the importance of learning and academics so that students engage them in the academic culture of the University; gives first-year students an opportunity for meaningful dialogue with a faculty member to encourage positive, sustained student-faculty interactions; and
introduces first-year students to the instruction, research, public service and international missions of the University and how they relate to teaching and learning in and outside the classroom so that UGA increases student understanding of and participation in the full mission of the University.

• **Federal and Georgia Constitution Requirement**
  The State of Georgia requires that all persons receiving a degree from an institution within the University of System of Georgia (USG) show a proficiency in the constitutions of the United States and Georgia. This requirement can be satisfied by completing POLS 1101/1105H at UGA or another University System of Georgia institution or taking an examination administered by Testing Services in Clark Howell Hall. Taking the course option earns 3 hours of credit in your Social Science degree requirements. Please note that no credit hours are awarded for successfully completing the examination. Exam information and study materials can be found here: [https://spia.uga.edu/undergraduate/constitution-exam/](https://spia.uga.edu/undergraduate/constitution-exam/)

• **Physical Education Requirement**
  UGA’s physical education requirement can only be satisfied by completing and passing a basic PE (PEDB) course at UGA, or by transferring an approved physical education course. The Department of Kinesiology is committed to fulfilling the physical education needs of all students. An adapted physical education program operates as a normal extension of the Basic Physical Education Program for students who, because of temporary or permanent disability or medical conditions, cannot participate in the mainstream Basic Physical Education Program. Email kins@uga.edu to begin the approval process for this course, as approval is based on referral by the Disability Resource Center, or documentation related to your physical disability, medical condition or injury. Students given permission to sign up for PEDB 1010 will be referred to the instructor to schedule an appointment to discuss the specific options available. There are exceptions for Veterans, as well as Army and Air Force ROTC participants, if certain documentation and participation is verified and processed. Please consult the Basic Physical Education portion of the UGA Bulletin for more information: [http://www.bulletin.uga.edu/bulletin_files/uga_req.html#Physical](http://www.bulletin.uga.edu/bulletin_files/uga_req.html#Physical)

**Note:** Online PEDB course(s) is/are offered during the fall, spring and summer sessions (PEDB 1950E/PEDB 1930E) BUT enrollment is restricted and registration takes place on a first-come, first-serve basis.

**Permission is given to students who during that semester:**

• Are in a study abroad program or Washington semester program
• Are **not** enrolled in on-campus courses during that semester AND who:
  o Are enrolled at UGA for an internship
  o Have satisfied all other graduation requirements
  o Are enrolled in a completely online undergraduate program
  o Are on a UGA campus outside of Athens
  o Are non-traditional students
  o Are **traditional** graduate students
  o Are students at other institutions
U.S. and Georgia History Requirement
All students enrolled in an institution of higher education affiliated with the University System of Georgia (USG) must show a proficiency in U.S. and Georgia history. This requirement can be satisfied by completing HIST 2111 or HIST 2112 at UGA or a USG institution or taking an examination administered by Testing Services in Clark Howell Hall. Please note that no credit hours are awarded for successfully completing the examination. Exam information and study materials can be found here: https://history.uga.edu/usga-history-exam

Major Program Curriculum
Each major program includes a curriculum that will prepare students for graduate school or career prospects in their fields. For the specific requirements of the curricula administered by a given college or school, students should consult with their advisors and visit the UGA Bulletin. http://bulletin.uga.edu/MajorsHome.aspx

Engineering High Demand Major Application

Once admitted to UGA, students must meet high-demand major criteria to be admitted into any degree program in the College of Engineering.

General Education Coursework (30%)
- MATH 2250: Calculus I for Science and Engineering
- MATH 2260: Calculus II for Science and Engineering
- PHYS 1211: Principles of Physics for Scientists and Engineers
- OR
- PHYS 1251: Introductory Studio Physics for Engineers I
- ENGL 1101: English Composition I

Major-Specific Coursework (40%)

<table>
<thead>
<tr>
<th>Agricultural, Civil, Environmental, Mechanical</th>
<th>Biological, Biochemical</th>
<th>Computer Systems</th>
<th>Electrical &amp; Electronics</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGR 1140: Engineering Computational Methods</td>
<td>CHEM 1231/L: Principles of Chemistry II</td>
<td>CSSE 2220: Intro to Computer Systems Engineering II</td>
<td>ELEC 1300: Intro to Electrical Systems Engineering II</td>
</tr>
<tr>
<td>ENGR 2120: Engineering Statics</td>
<td>ENGR 2120: Engineering Statics</td>
<td>CSCI 1302: Software Development</td>
<td>ENGR 2170: Circuits</td>
</tr>
</tbody>
</table>

Personal Statement of Purpose (30%)

Note: Students must earn a “C” or better on all general education and major-specific coursework. For courses attempted multiple times, only the most recent grade will be considered. Credit earned through testing will not be considered in the application scoring. You should apply in the semester that you are completing the last of your requirements. Honors students are guaranteed acceptance if (a) are in good standing with the Honors Program at time of application (b) have taken Honors sections of two of their three major specific courses associated with HDM process (c) have submitted a qualified personal statement of purpose.
Application Process

Note: In the semester in which you apply, your academic advisor will give you course overrides for engineering courses you are advised for in upcoming semesters that require acceptance into the College following the application deadline.

College of Engineering Graduation Process

FE Exam

- The Fundamentals of Engineering exam is the first step in gaining licensure as a professional engineer and attempting the exam is a College of Engineering graduation requirement for all majors except Biochemical, Biological, and Computer Systems Engineering. Typically, engineering students take this exam closer to their graduation (usually within three terms of graduating.) This is because the exam has questions based on the knowledge you have accumulated throughout your undergraduate engineering studies. Some of the classes that will help you prepare for the general portions of the exam include Statics, Strength of Materials, Circuits, Thermodynamics and Fluid Mechanics.

Note: You can take the FE exam in any state. It is a national exam administered by NCEES. However, you should apply for their E.I.T. License in the state in which you work.

Registration:
Registration for the FE exam takes place entirely online now through the National Council of Examiners for Engineering and Surveying (NCEES) web page: http://ncees.org/

- College offers the following resources to help students prepare for the exam (speak to Beth Brewer in the Student Success Center Reception Area about checking out study materials):
  - FE reference handbooks
  - FE study books with practice problems and solution
  - Faculty-led review sessions

Once you have attempted the FE exam, you will be given proof of your attempt and will submit a copy of that to your academic advisor.
Applying to Graduate

- Undergraduate candidates for graduation must apply to graduate using the graduation application available in Athena by the withdrawal deadline of the semester in which they intend to graduate. Please note that when applying for spring or summer semesters, undergraduate applicants must apply for the term in which they will take their last course(s) toward their graduation requirements. Undergraduate candidates applying for summer by the graduation application deadline for Spring/Summer are eligible to participate in the spring undergraduate commencement ceremony in May and will appear in the Spring/Summer commencement program except students with FERPA restrictions. A FERPA restriction must be removed in order to appear in the program. Detailed instructions on how to apply to graduate as an undergraduate can be found here:

University Academic Standing Policies

Scholastic Probation

- Students go on scholastic probation if the UGA GPA (Cumulative GPA) falls below 2.0 at the end of a semester, and will need to achieve a 2.0 UGA GPA at the end of the following semester to regain academic good standing. If the UGA GPA is still below 2.0, students will go on Continued Probation.

Continued Probation

- Students on continued probation may continue to attend UGA, but if attending, must be enrolled in, and remain enrolled in, at least 6 hours (Fall/Spring) or 3 hours (summer). The hours must be coming from courses that are graded A-F. Courses in which grades of W, V, I, S, U or NG are received, or transfer courses, do not count toward these hours. Students may enroll in additional hours, if desired. Students must earn a semester UGA GPA of 2.3 (C+). All courses taken that semester will count toward that GPA. Students will remain on continued probation as long as they maintain a semester GPA of 2.3 or higher, and will clear probation when the UGA GPA reaches 2.0.

First Dismissal

- If students on continued probation fail to earn a 2.3 semester GPA, they will go on first dismissal and may not re-enroll at UGA until a full fall or spring semester has elapsed. Upon first dismissal, our Academic Manager will inform them of procedures and standards regarding re-admittance.

Second Dismissal

- If students return after first dismissal, they must earn a 2.3 semester GPA as it applied during probation. If their semester GPA falls below 2.3, they will go on second dismissal and will be suspended from UGA for a minimum of one calendar year (three semesters). At the end of the suspension, permission to return to the University can be granted only by appealing to the University Educational Affairs Committee. Readmission is not guaranteed.

Academic Renewal

- Undergraduate students who have been readmitted after a minimum period of absence of five (5) calendar years or longer are eligible for an application for academic renewal. If approved, academic renewal creates a new grade point average to be used for determining academic standing. This policy allows a student who experienced academic difficulty to make a fresh start and have one final opportunity to earn a degree.
Students who wish to apply for Academic Renewal must submit a written petition and Academic Renewal Application to the Educational Affairs Committee through the Office of the Vice President for Instruction. This petition may be submitted at the time of readmission, but no later than the end of two semesters of re-enrollment or one calendar year following re-enrollment, whichever comes first.

Taking Classes at another Institution

What is the terminology for taking a class at another college or university?
If you are planning to attend another college or university to take a course or courses for transfer to UGA, you will be considered a transient student.

How does the transient student process work?
Obtain an application from the other institution and apply as a transient student. Submit a transient letter, which may be obtained in the UGA Registrar's Office in the Holmes-Hunter Academic Building or through the Athena system. You must be in good academic standing at UGA to obtain a transient letter. From the "Student Records" menu, select "Request Enrollment Verification." Choose the current term, and "Transient Letter" for "Verification Type." Choose how you want the letter delivered, fill in the address or fax number, and click "Submit."

When you have completed your coursework, you must request that a transcript be sent from the other institution to the UGA Office of Undergraduate Admissions. The transcript can be sent electronically to the University of Georgia Office of Undergraduate Admissions Electronic transcript Server, or via mail to University of Georgia Office of Undergraduate Admissions, Terrell Hall Rm 212, 210 S Jackson St., Athens, GA 30602. (If an electronic request form will not process a request without a specific email address, admproc@uga.edu may be used.)

What should you know about attending an in-state college or university?
Many classes from in-state colleges and universities will transfer back to UGA; however, the final authority for how a course will transfer comes from the department teaching that course. (For example, the UGA Mathematics Department is the ultimate authority on how courses with a MATH prefix transfer.) The UGA Admissions Office has developed an online "Transfer Equivalency Search System" https://www1.admissions.uga.edu/transfer_equiv/TransferEquiv/Index for all Georgia colleges (and many out-of-state colleges), but it should be used only as a guide. Equivalencies listed on that site may change without notice.

What should you know about attending an out-of-state college or university?
Out-of-state colleges and universities also have courses listed in the "Transfer Equivalency Search System". As with in-state courses, final authority comes from the department, and equivalencies may change without notice. It is best to be in touch with the department regarding courses you may want to transfer back to UGA.

If you plan to take a course not listed on the Equivalency Search:
It is prudent to contact the UGA department that teaches the equivalent course to request a transfer course evaluation BEFORE you register for the course. You will need to provide the department with the following information:

1. Course description
2. Syllabus of the course
3. Title of textbook, author, publisher, copyright date
Will H.O.P.E. scholarship cover summer classes?
UGA HOPE students who wish to enroll as a transient student at another HOPE eligible institution may receive HOPE funds at the transient institution. You can access the UGA HOPE Transient Form at Financial Aid and follow the instructions. http://www.uga.edu/osfa/hopetransient.html

Will an academic advisor be able to assist you with the process?
Whether you plan to attend a college or university in-state or out-of-state, your academic advisor can refer you to the proper contacts to check for course equivalency. It’s the responsibility of students to know other college’s and university’s transient student application deadlines and go through the process in a timely manner.

How will registration in courses at another college or university affect course registration prerequisites and corequisites?
If you are taking a course over a summer semester at another institution that is a prerequisite or corequisite for a class you signing up for in the following fall semester, you will require an override from the proper department to have the ability to register due to no evidence of the summer course being in the system prior to students submitting a final transcript with a grade for the course. Under this circumstance, you will need to contact the department of the course you plan to take in the fall to find out how they would like to proceed with course permissions required for registration. For College of Engineering courses, you will need to contact your academic advisor for permission requirements.

Career Exploration Resources

CandidCareer.com
Whether you are just beginning to explore career options, preparing for a job interview, or looking to change careers, CandidCareer.com can help by providing you with access to thousands of informational video interviews with real professionals through an easy to use website. We can all learn from the experiences of others and the Career Center makes this valuable resource available to UGA students so they may be informed and ready for what lies ahead. Find your passion today at https://CandidCareer.com!

Career Insider - powered by the Vault
Vault is one of the world’s leading sources of Career Intelligence. It can help make your efforts at researching employers, industries, and career subjects significantly easier and more efficient.
Whether you are just exploring possible career paths or you are ready for your interview, Career Insider can help! The website can be accessed through the UGA Career Center website: http://career.uga.edu/resources/online_resources

Finding Your Career Fit Guide
This is a 4-step process to discover your interests, personality type, skills/talents, and values that complement various career environments. While these 4 areas will be assessed individually, in order to explore careers that would be a good fit for you, it is important to consider where they overlap. It is in the overlap of these 4-areas that your career fit can be identified. http://career.uga.edu/uploads/documents/FindingYourCareerFit.pdf
O*Net (Occupational Information Network)
This is a U.S. Department of Labor website that includes descriptions of the world of work. It contains information about hundreds of occupations along with tools that can assist you with matching your abilities, occupational interests, work values, and work styles with particular occupations.
https://www.onetonline.org/

The UGA Career Center's "What Can I Do with a Major In ...?"
Address questions such as "What does my major prepare me for?" and "Where have UGA graduates with a particular major found employment?"
http://career.uga.edu/wcidwami

Career Consulting
Our career consultant for the College of Engineering, can assist you thorough:
- Critiquing your resume and cover letter
- Assisting in your internship and career search processes
- Facilitating mock interviews
- Assisting with prepare to write your High Demand Application’s Personal Statement of Purpose
- Salary negotiation
- AND MORE

Handshake
- Handshake is the UGA Career Center’s online job, internship, and campus interview system. You can also schedule a career consultation with Jenna through Handshake. You will need to create an account to access all its features. http://career.uga.edu/handshake

UGA Career Guide
- The UGA career Center's "Career Guide" is one of many tools to assist you in your career exploration and planning. This resource will not only give you information about the Career Center and the Career Consultants, but it will also provide you with information about campus recruiting, interviewing, resume writing, cover letter writing, and graduate school. The Career Guide also includes information on Handshake, informational interviewing, and how to write a curriculum vitae.
Student Clubs and Organizations

There are Over 700 clubs and organizations at UGA!

Build teamwork and leadership skills, foster a diverse community, provide cultural support and give students the opportunity to pursue something they're passionate about by getting involved.

Engineering Clubs:
- American Institute of Chemical Engineers (AlchE)
- American Society of Agricultural and Biological Engineers (ASABE)
- American Society of Civil Engineers (ASCE)
- American Society of Heating, Refrigerating, and Air Conditioning (ASHRAE)
- American Society of Mechanical Engineers (ASME)
- Biomedical Engineering Society (BMES)
- College of Engineering Ambassadors
- Engineers Without Borders (EWB)
- Institute of Electrical and Electronic Engineers (IEEE)
- National Society of Black Engineers (NSBE)
- Robotics Club
- UGA Society of Automotive Engineers
- Society of Environmental Engineers (SEE)
- Society of Women Engineers (SWE)
- The International Society for Optics and Photonics (SPIE)
- Theta Tau
- Tau Beta Gamma Engineering Honor Society
- College of Engineering Student Ambassadors

➤ College of Engineering affiliated student organizations info: http://engr.uga.edu/clubs

➤ UGA Involvement Network campus wide clubs and organizations search tool: https://uga.campuslabs.com/engage/

Can't find the organization you're looking for? The Center for Student Activities and Involvement is happy to help you register new student organizations.

Stephan Durham
Assistant Dean for Student Success & Outreach
706-542-9480
sdurham@uga.edu

Amber Junker
Associate Director of Outreach and Engagement
706-542-2744
ajunker@engr.uga.edu
Engineering Research Opportunities

Research in the University of Georgia College of Engineering reaches across traditional academic boundaries because we know solutions to the world’s grand challenges demand a commitment to bringing multiple disciplines to the table.

Why get involved in research?

- To get better understanding of how engineering theory learned in class can be applied in the field
- To support building upon teamwork, problem solving, oral and written communication, and other transferable skills that are valued by employers
- To hone in on your choice of career, build up a resume, and assist in making post-graduation plans
- To make an impact on the world through innovation

Innovation and Discovery Challenge Clusters

Our innovative organizational structure of three innovation and discovery challenge clusters leverages UGA's strengths as one of the nation's leading tier-1 research institutions. You'll find our faculty engaged in research that brings together different engineering disciplines. We also form unique partnerships with our colleagues across campus in areas including physics, chemistry, public health, pharmacy, computer sciences and agriculture.

Advancing Human Wellness Cognition and Learning

The Human Wellness, Cognition and Learning Cluster is addressing specific socio-technical challenges in collaboration with its partners across these areas through its interdisciplinary research and graduate programs.

Faculty research addresses challenges across this area including:

- Advanced biophotonics, biological microscopy and biomedical imaging modalities;
- Medical robotics and surgical devices;
- Smart wellness (e.g. assistive, monitoring) systems
- Drug discovery and delivery systems;
- Biomolecular and cellular processes; tissue engineering;
- Physiological, pathophysiological, and pharmacological modeling;
- Living system mathematical and computational modeling, simulation and analysis;
- Learning and decision support tools; and
- Evidence-based theoretically grounded education innovation

Developing Advanced Material, Device and Cyber Technologies & Tools

Through the innovations that emerge from the interdisciplinary research of its faculty and students, the Advanced Material, Device and Cyber Technologies & Tools Cluster provides a set of new functional building blocks from which the next generation of systems developed by the other two clusters may be achieved.

Faculty research addresses advancement of tools and technologies including those in:

- Advanced instrumentation and controls;
- Materials and structure characterization;
- Smart, nanostructured, bio and bio-inspired materials;
- Biosensing, microfluidic, electronic and photonic devices;
- Imaging devices and systems;
- Embedded systems and sensor networks;
- Human-computer interfaces and virtual reality;
- Data analytics, signal processing and pattern recognition; and
- Computational and mathematical modeling & tools.
Engineering Secure, Resilient and Sustainable Systems

Our planet is increasingly a strongly coupled human – natural system in which actions and events impact the well being of all inhabitants. The interdisciplinary research of the Secure, Resilient and Sustainable Systems Cluster achieves new fundamental understanding of the human-natural system. This understanding informs the cluster’s discovery and spawns new innovations that transform the design of systems in critical areas of high impact to the human-natural system such as energy, water, food, materials, waste and the built infrastructure. The research and graduate education of the cluster in partnership with its industry and government, is making these systems more environmentally and economically sustainable, secure and more resilient to adverse and extreme events.

Faculty research spans modeling, design and experimental work that addresses challenges across this area including:

- Agriculture and food systems;
- Biological and biochemical materials and processes;
- Coastal coupled human-natural systems;
- Civil and urban infrastructure;
- Cyber and cyber-physical infrastructure;
- Energy diversity, distribution and use;
- Waste streams, systems and remediation; and
- Water cycle and systems.

Ways to Participate in Research

Research for Credit

The Center for Undergraduate Research Opportunities (CURO) and the College of Engineering provides the opportunity for students to receive course credit for participating in faculty supervised research. There is no minimum GPA or Honors Program status required to participate in CURO. Once a student has secured a research position and faculty mentor, students can begin the process of registering for research course credit.

Students must submit the following forms in order to receive academic credit for their research experience:

- **Research Course Application:** https://curo.uga.edu/forms/research_course_application.pdf

Applications are due to Lauren Anglin, Director of Experiential Learning & Outreach, by the third day of drop/add during the semester for which the student is applying.

**Note:** All students enrolled in CURO are strongly encouraged to participate in the CURO Symposium and the Spring UGA Engineering Research Symposium.

Research Support

A limited number of assistantships may be available each year through CURO.

- **Assistantship Applications should be sent to the CURO office, 203 Moore College.**
- **CURO Assistantship Application Deadlines:**
  - FALL – due by June 1 at 4pm
  - SPRING – due by November 1 at 4pm
  - SUMMER – due by March 22 at 4pm

**Note:** All CURO assistantship students must participate in the CURO Symposium

The University of Georgia’s employment site provides postings of temporary laboratory helper and research assistant positions which are typically paid by the hour. To review these postings go to ugajobsearch.com and select Search Temporary Postings.

Research Without Credit

Some students are not interested in receiving course credit and do not receive funding for research. In this case, students are still able to participate in undergraduate research. This experience will not only provide valuable skill development but will also be an excellent addition to a résumé.

**Note:** Participating in research does require a significant time commitment. Analyze your schedule to ensure you can adequately handle taking on research activities.
Experiential Learning

Undergraduate Research
Undergraduate research provides a solid foundation for students interested in working in industry or pursuing a graduate program. Students can explore research opportunities through the Center for Undergraduate Research Opportunities (CURO) as early as their first year on campus, regardless of discipline, major, or GPA. Note: See the Finding Research Opportunities document in the appendix for a walkthrough on how to find research opportunities.

Study Abroad
In addition to the German dual degree program, our students have participated in programs in India, Costa Rica, United Kingdom, Germany, Italy, and many more locations around the globe.

Undergraduate Work Experience
Practical, relevant, on-the-job training in an actual company or organization allows future engineers to apply their classroom knowledge, grow as professionals and become more marketable in the global engineering workforce. Through a working partnership with local, state, national and international organizations, including industries, manufacturing companies, design/consulting firms, research laboratories, governmental agencies and professional groups, the University of Georgia College of Engineering offers the Cooperative Experiential Learning (Co-op) and Internship Program to eligible student.

Internships & Co-Ops

Co-Op
- Work full-time (40 hrs a week) for an engineering company during a semester
- Enrolled in an unbillable credit hour course
- Work for 2 or more semesters
- Representative of a full-time job in your field

Internship
- Temporary hands-on position (up to 20 hrs a week during a Fall/Spring semester)
- No internship course
- No multiple semester requirements
- Helps further determine interest in a field and provide skill development
To participate in the Co-op Program, students must:

- Maintain a cumulative GPA of 2.8 or greater throughout their undergraduate program
- Complete 30 credit hours in UGA’s engineering curriculum before they start their co-op; however, they can begin the interview process in their first year
- Develop, in advance, a proposed schedule for course work and co-op semesters with their academic advisors through completion of the Co-op Eligibility Form along with an offer letter from the participating company: http://www.engineering.uga.edu/uploads/main/Co-Op_Eligibility_Form.pdf
- Register for ENGR 3910 (Co-op Work Experience) each semester that is worked with the co-op partner
- Submit two evaluations completed by their supervisor each semester that is worked with the co-op partner
- Submit a written report for each semester worked, documenting the experience and the lessons learned. In addition, following the final semester of the co-op, students deliver a presentation about their experience to faculty and fellow students.

Note: Participation in a co-op provides vital professional experience and is highly recommended. It is not a mandatory requirement of the College of Engineering.

Lauren Anglin
Director of Experiential Learning and Outreach  706-542-1204
lauren.anglin@uga.edu

Employer Engagement

- Upcoming employer engagement events can be found on the College of Engineering events page: http://engr.uga.edu/newsroom/events

Alum of the Day
What happens when industry leading alumni visit campus? Grab a 30 minute appointment and make a meaningful connection. Several times each semester, you will have the opportunity to seek advice from some of the college’s most accomplished alumni through the Alum of the Day program.

Alumni Mentor Program
Prepare yourself for success by participating in the engineering alumni mentor program. To bridge the gap between academia and the professional world, interested students are matched one-on-one with alumni mentors for a full academic year.

Day in the Life
Enjoy a catered lunch and roundtable discussion with UGA Engineering alums. Designed to be instructive yet engaging, the Day in the Life series allows interested students to connect classroom learning to real world situations. Students can expect to walk through a typical day at work and explore current industry projects. Day in the Life is open to all UGA Engineering Students and a meal will be served to all guests. Registration is required and dress is business casual.
Employer of the Day
The Employer of the Day program brings the employers to you! Throughout the semester we will host employers in the Driftmier Engineering Center -- Room 103. Drop in anytime between 9am-12:30pm to interact with employers interested in recruiting students for their open positions (internships, co-ops and full-time positions). This is a casual event so no need to dress up but you can bring your resume to give to the employer.

Engineering Expeditions
Interested in seeing what it looks like to be an engineer at different companies across Georgia? Our Engineering Expeditions transport students to employer sites for tours and Q&A sessions with working engineers.

Engineering and Computer Science Career and Internship Fairs
Over 120 employers attend each fall and spring event. Full-time, internship and co-op opportunities are available. The fairs are open to students of all levels.

Registration Information

Adding and Dropping Classes

- From the start of registration to the end of the first 7 school days of the semester, students are given the option to adjust their schedules by adding and dropping courses. Departments add more sections of classes and students add and drop courses from the beginning of the registration process all the way through to the final day of the add/drop process.

- Meeting with an academic advisor is required each semester in order to register for the upcoming semester. Students are required to attend an advising meeting for each major they have declared in order to have their academic advising hold to be removed. Not having the hold removed prevents course registration. You are encouraged in the couple days prior to your registration date to check your academic holds in Athena to ensure no holds that would prevent registration are appearing on your account. Your registration date and times will be emailed to you each semester by the Registrar’s Office. Once registration dates are sent out by email, you should also be able to find your registration status information through your Athena account’s registration section under registration status. A general timeline for registration can be found on the Registrar’s Office website. Spring and summer registration open up during fall semesters and fall registration opens during the spring semester.

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kelleyrw@uga.edu

Courtney Ayers
Assistant Director of Annual Giving
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cayers@uga.edu
**Waitlisting Courses**

- If the course or a particular section you want to take is closed because there is no more seat availability, there are still options available to get into the course:
  - Waitlist the class on Athena. You may waitlist for only one section of a particular course and may not waitlist a course if you are already registered in a section. Not all course sections allow for waitlisting. You will be notified by email if a seat opens, and you have 18 hours from the time the notice is sent to add that seat before it is released to the next person on the waitlist. The email requires action; you are not automatically registered for the class.
  - Some departments maintain their own lists. You can contact a department and ask if that is an option if there is no waitlist available in Athena.
  - Waitlists remain active until 3 days prior to the first day of class. After that time, waitlists are purged from Athena and seats are available on a first come first serve basis.
  - Instructions on how to waitlist a course are below: [https://reg.uga.edu/enrollment-and-registration/waitlisting/](https://reg.uga.edu/enrollment-and-registration/waitlisting/)

**Withdrawal Deadline**

- After the first seven school days of the semester, students still have until the withdrawal deadline to remove a course without it impacting their GPA. The removed course will show up as a W grade on the academic transcript. Students should always communicate with a professor about their standing in a class and consult with their academic advisor before withdrawing or dropping a course.
  - A course withdrawal can be initiated in Athena. The steps are below:
    1. Log in to Athena
    2. Choose “Student” > “Registration” > “Add or Drop Classes.”
    3. From there, you will see a list of the courses in which you are registered.
    4. For the course you want to drop, choose “Action” > “Course Withdrawal.”
    5. Submit Changes.

**Note:** If you have **ANY holds** in Athena other than advising for a future semester, you cannot withdraw until you clear them. University offices (which may help you clear some holds) are open only on weekdays from 8:00 am to 5:00 pm.

- After the withdrawal period, any withdrawn course would go down as a WF grade on the academic transcript which is equivalent to an F grade. UGA does allow for withdrawing without receiving a failing grade through a process called hardship withdrawal. This is reserved as an option for students that are facing an extreme life situation that impacts a student’s ability to adequately concentrate on their coursework. Hardship withdrawals are handled through Student Care and Outreach [https://sco.uga.edu](https://sco.uga.edu). The deadline for final approval of a hardship withdrawal is the withdrawal deadline of the semester following the semester which the hardship withdrawal is sought (e.g. withdrawal deadline for spring semester is the deadline to request a hardship withdrawal for fall semester).
Registration Permissions

Athena will return an error message for reasons such as:

Not meeting course prerequisites or corequisites
- Be sure to register in course corequisites prior to registering in the course that requires the corequisite. Check your degree’s flowchart or the UGA Bulletin to see course requirements.
- If you are taking a course at another university over summer or have incoming course credit that is not yet reflected on your transcript, you will need to provide documentation of course registration to the department that instructs the course. Other departments on campus can have different policies in regard to what they would require to register in a course without courses reflecting on your transcript. Speak with your academic advisor if you encounter this situation.

Needing permission of major or college
- Many of the 2000-4000 level engineering courses require you to have not been accepted into the College of Engineering through the High Demand Major Application process. In the semester students are applying for major acceptance, overrides will be put in place for advised courses that require admission into the major.
- You will also receive an error message if you are attempting to register in a course that is designated for another major or college. Example: There is a COMM 1110: Public Speaking course section that is reserved only for students in STEM Majors. You would have to reach out to the Communications Department to ask for a permission override to register in that particular section.

Attempting to register in a course restricted to a specific cohort of students
- Examples of this include courses restricted to honors students and students in need of English as a Second Language courses.
  Note: All honors sections will have an H following the course number.

Common Definitions

Day of the Week abbreviations: M = Monday, T = Tuesday, W = Wednesday, R = Thursday, F = Friday.

Hours: indicate the number of credits you will earn for each course. Full-time enrollment is 12+ hours.

Prerequisite courses: A course you must complete in order to move on to other courses that require knowledge of that material.

Corequisite courses: A course that must be taken with another course. For example, MATH 2500 is a prerequisite or a corequisite with ENGR 2120. Always register for the corequisite course first. (MATH 2500 before ENGR 2120).
  • Many labs are corequisites to science courses. Therefore, you must register for the lab first or at the same time as the lecture.
Registration Error Messages

Cohort Restriction – These classes are only open to students in the Learning Communities Program. If you didn’t apply to be in that program, and haven’t been accepted into it, then you can’t sign up for these classes.

Student Attribute Restriction – If you aren’t an honors student you won’t be able to sign up for this class, as it is an honors version.

POM – You be a student in this major to register for this class (For example, you must be an Engineering major to register for and ENGR class).

POD – You must have the permission of the department to register for this class. Ask your advisor or an OL how to get the permission of the department.

VLP hold - Information about how to have the hold removed is located here.

Emergency Contact Hold – You have a hold from the Registrar’s Office that will prevent you from registering: Instructions for clearing this hold are located here.

Accounts Acknowledgment Hold – If you have a Student Acct. Acknowledgment Hold: The instructions for removing it can be found here:

“Remaining seats reserved for waitlist” – You will not be able to register for this class at the current time. Try to add yourself to the waitlist.

Prerequisite not met – Sign up for the prerequisite course, such as CHEM 1211 lab and CHEM 1211 lecture at the same time by searching lectures, picking one, then scrolling down and searching labs. Precal (MATH 1113) is a pre or corequisite with CHEM 1211+L. This means you must have either completed precal, or already have signed up for precal before signing up for CHEM 1211+L.

Campus Restriction – You may be trying to register for a course taught on a different campus from Athens (ie: Griffin).

College Restriction – You need to be in a specific college at UGA (ie: Engineering) to be able to take this course.

If you believe you are eligible to take a course and are receiving an error message, reach out to the departmental contact and provide the following information:

- Your name
- UGA ID: 810/811 number
- Course prefix, number, and semester

  example: ENGR 2120 – SUM 19

- Error message you are receiving or a description of the situation

Be sure to consider travel time between classes when setting up your schedule.
Appendix

Academic Support Resources

Division of Academic Enhancement (DAE): Oversees tutoring, academic coaching, and success workshops
Milledge Hall
(706) 542-7575
https://dae.uga.edu

Math Department Drop-in Tutoring
Boyd 204
http://www.math.uga.edu/studyhall

Writing Center
writingcenter@uga.edu
https://uga.mywconline.com/

UGA Campus Support Services Directory

Bulldog Basics
4 locations:
• Dawson Hall 1st floor unisex restroom
• Aspire Clinic hallway to graduate student offices
• Tate Student Center for Leadership and Service unisex bathroom
• Milledge Hall 1st floor north unisex bathroom
bulldogbasics@uga.edu
https://www.fcs.uga.edu/ssac/bulldog-basics

Bulldog Basics is a student-led initiative supported by the College of Family and Consumer Sciences (FACS) and Embark@UGA. Embark@UGA, a UGA resource for students who have experienced foster care or homelessness, indicated the need for a hygiene closet during a meeting in fall 2015. The Hygiene Closet officially opened in March 2016 led by the Student Association of Family and Consumer Sciences (SAFCS). A variety of personal hygiene items are stocked for students to access as needed.

Career Center
Clark Howell Hall 2nd floor
http://career.uga.edu/

Whether you need help searching for internships, applying for jobs, finding graduate schools or simply deciding what to do next with your life, the Career Center is here to help.
**Campus Transit System**
(706) 369-6221
[https://routes.uga.edu](https://routes.uga.edu)

Bus and disabled student transportation services are provided on a no-fare basis. Through an agreement between the University of Georgia and the Athens-Clark County government, students may also ride Athens Transit buses fare-free. All services are funded by transportation fees paid by students. The Campus Transit System operates ten day routes and three night routes. To find the best bus route to take and see projected pick-up and arrival times, visit [https://routes.uga.edu](https://routes.uga.edu). You can also find this information through the UGA App.

**College of Engineering Instructional Technology Support Desk**
Driftmier Engineering Center
[support@engr.uga.edu](mailto:support@engr.uga.edu)

Contact the UGA College of Engineering's IT Support Desk if you experience an issue related to instructional technology in the college. Examples include slow logins, difficulty logging into an engineering lab computer, engineering software difficulties, and assistance with video conference meetings.

**College of Engineering Scholarships**
[honorifics@engr.uga.edu](mailto:honorifics@engr.uga.edu)
[http://engr.uga.edu/current/undergraduate/scholarships](http://engr.uga.edu/current/undergraduate/scholarships)

The University of Georgia College of Engineering offers more than two dozen scholarships annually for undergraduate students.

**Counseling and Psychological Services (CAPS)**
55 Carlton Street
706-542-2273 (during regular business hours)
*After Hour Mental Health Crisis: 706-542-2200 (UGA Police—ask to speak to the CAPS on-call clinician)*
[https://www.uhs.uga.edu/caps/welcome](https://www.uhs.uga.edu/caps/welcome)

CAPS is dedicated to student mental health and wellbeing. CAPS support students in achieving both academic and personal life goals. CAPS is committed to providing high quality, affordable: [https://www.uhs.uga.edu/caps/costs](https://www.uhs.uga.edu/caps/costs) and confidential: [https://www.uhs.uga.edu/caps/confidentiality](https://www.uhs.uga.edu/caps/confidentiality) services to UGA students and their eligible partners.

**Division of Student Affairs**
306 Memorial Hall
706-542-3564
[https://studentaffairs.uga.edu/site/departments](https://studentaffairs.uga.edu/site/departments)

UGA Student Affairs inspires students to engage meaningfully, grow intellectually, build character, ensures equal educational opportunities, and assists students dealing with personal crisis.
The following departments are housed under the Division of Student Affairs:

- **Center for Student Activities and Involvement** [https://involvement.uga.edu](https://involvement.uga.edu)
- **Disability Resource Center** [https://drc.uga.edu/](https://drc.uga.edu/)
- **Greek Life** [https://greeklife.uga.edu](https://greeklife.uga.edu/)
- **International Student Life** [https://isl.uga.edu](https://isl.uga.edu/)
- **LGBT Resource Center** [https://lgbt.uga.edu](https://lgbt.uga.edu/)
- **Multicultural Services and Programs** [https://msp.uga.edu/](https://msp.uga.edu/)
- **Recreational Sports** [https://recsports.uga.edu](https://recsports.uga.edu)
- **Student Care and Outreach** [https://sco.uga.edu](https://sco.uga.edu)
- **Student Government Association** [https://sga.uga.edu](https://sga.uga.edu)
- **Student Veterans Resource Center** [https://svrc.uga.edu](https://svrc.uga.edu)
- **Transfer Student Experience** [https://involvement.uga.edu/transfer\home](https://involvement.uga.edu/transfer\home)
- **University Housing** [https://housing.uga.edu](https://housing.uga.edu)
- **University Testing Services** [https://testing.uga.edu](https://testing.uga.edu)

**Enterprise Information Technology Services**
706-542-3106
helpdesk@uga.edu
[https://eits.uga.edu/support/](https://eits.uga.edu/support/)

EITS is the central point of contact for computing services available at UGA. EITS can assist with MyID and passwords, access to services, Archpass Duo, Internet issues, and more.

**Experiential Learning Labs**
Driftmier Engineering Center
labsupport@engr.uga.edu
[http://engr.uga.edu/student-resources/current/undergraduate/experiential-labs](http://engr.uga.edu/student-resources/current/undergraduate/experiential-labs)

The College of Engineering offers a variety of work environments for students working on course-related projects. These spaces range from completely open-access areas to those that require intensive training for access.

**Exploratory Center**
114 Memorial Hall
706-713-2759
exploration@uga.edu

Academic advisors in the Exploratory Center are specially trained to help students identify a major that aligns with their interests and skills. Advisors understand that this requires a series of meetings each semester. During these meetings, Explore advisors help students understand the anatomy of an undergraduate degree, encourage students to examine their values, interests and goals to promote self-authorship, as well as identify and connect students to resources for additional information and support. Nearly every appointment ends with assignments with learning goals and objectives to guide students through the major declaration process.
Financial Hardship Resources
706-542-3564
askstudentaffairs@uga.edu
https://financialhardship.uga.edu/
Financial circumstances can change quickly, at times in ways outside your control. Financial hardship can bring significant stress and impact your ability to succeed and flourish at UGA. UGA is committed to your success and stand ready to support you in all ways possible to help you overcome your financial hurdles and continue your educational pursuits at UGA.

GAFutures
https://gafutures.org/hope-state-aid-programs/
This website contains information pertaining to maintaining eligibility for HOPE and Zell Miller scholarships, institutions that are eligible to receive HOPE and Zell funding, and STEM courses that qualify for an increased 0.5 GPA on final grades. Note that A and F grades do not receive the 0.5 boost and that the GPA boost isn’t reflected in your official UGA GPA. For updates on your HOPE and Zell GPA, visit the My College HOPE profile: https://www.gafutures.org/hope-state-aid-programs/hope-zell-miller-scholarships/how-to-track-your-hope-academic-eligibility/

Office of Student Financial Aid
220 Holmes/Hunter Academic Building
(706) 542-6147
ofsa@uga.edu
https://osfa.uga.edu/
The Office of Financial Aid advises students of their eligibility for financial assistance in a timely manner and educates about the financial and academic responsibilities associated with the receipt of that aid.

Registrar’s Office
Holmes/Hunter Academic Building (706) 542-4040
reghelp@uga.edu
https://reg.uga.edu/
Maintains the academic record of all students and plans and implements the class registration process.

Study Abroad
Office of Global Engagement (706) 542-2900
https://studyaway.uga.edu/
The University of Georgia offers its students over 100 faculty-led study abroad programs and more than 50 exchange programs. You will need to meet with your academic advisor to discuss the courses you will want to take abroad. Additionally, you will need to meet with a study abroad advisor to complete the required paperwork. To schedule an appointment with a study abroad advisor e-mail studyaway@uga.edu.
**UGA Food Pantry**  
146 Tate Center 706-542-4612  
ugapantry@gmail.com  
The Pantry provides a variety of non-perishable items such as canned soup, vegetables, breakfast items, pasta + sauces, canned meat, and snacks. We recently acquired a refrigerator that allows us to provide items like cheese, yogurt, and vegetables. Visitors simply need to complete a brief, confidential form before picking up food. Check Facebook page for hours: [https://www.facebook.com/ugafoodpantry/info](https://www.facebook.com/ugafoodpantry/info)

**Undergraduate Research Opportunities**  
Driftmier Engineering Center  
[http://engr.uga.edu/research/undergraduate-research-opportunities](http://engr.uga.edu/research/undergraduate-research-opportunities)  
UGA Engineering Undergraduate Researchers are mentored by faculty and work on teams that may include faculty, graduate and undergraduate students, Industry and government sponsors. Participating in undergraduate research is recommended to students interested in adding engineering experience to their résumé for the future pursuit of an internship, co-op, full-time position and/or graduate school.
Finding Research Opportunities for Engineering Students

If you’re a UGA student seeking a lab/research opportunity for major requirements, developing your graduate school materials, or simply because you’re curious, be sure to follow the suggestions below on securing an on-campus opportunity.

You should be contacting professors as early as possible. Professors are busy—expect to email up to 20–35 faculty, while only receiving a few responses in return. Talk to professors who teach/have taught your courses to see if they have any open research roles.

Create or update your resume/CV to provide to faculty to showcase your skills and experiences; you may need to create a statement describing your research goals (sometimes requested).

Consider what subject(s) interest or engage you. Look for faculty by using the College of Engineering website. You can identify faculty with research projects in fields of interest to you by clicking on "Areas of Expertise" under the research tab. You can also search outside of your college for additional opportunities.

If a faculty member responds to your email, they may want to meet to further discuss your interest. Prepare for the meeting and consider some of the following questions to ask:

- What type of projects are available?
- Who would be my mentor?
- Are there group meetings I could attend?
- What projects are other undergraduates in the research group working on?
- Is there the potential to do an independent project and/or get academic credit*?
- How many hours would I be expected to work?
- What would my responsibilities be?

*For more details about receiving academic credit for a research role, visit curo.uga.edu.
Finding Research Opportunities for Engineering Students

Here are a few samples and tips to help you professionally reach out to professors and create documents that may be needed to secure research roles.

Reaching out to faculty can help you find a research opportunity on campus. Use the following sample to help you craft an email inquiring about opportunities:

SUBJECT: Possible undergraduate research opportunities

Dear Dr. [Name],

My name is [name] and I am a [year, major] at the University of Georgia. I am writing to ask about opportunities for undergraduate research in your lab beginning [time period].

I have a GPA of [X.XX] and I have taken courses in [courses]. Additionally, I have experiences in [experiences]. My research/academic interests are in [interests].

I am especially interested in your previous work on [describe a paper or talk]. I would like to get involved in research in this area because it will help me to better prepare for [future goals].

I have attached my resume/CV to this email, but if there is additional information that I have not included that you would like, I would be happy to provide it to you. Thank you for your consideration.

Sincerely,
[Your Name]
Major/classification

Resume/CV

- Showcase your coursework by including a section "RELEVANT COURSEWORK" to highlight relevant courses/labs you have taken
- Include any lab techniques, programs, or technical skills in your SKILLS section
- A CV is a type of resume most commonly used to apply for research or faculty positions in an academic setting
- A CV is typically longer in length and provides more detail than a resume -- it may include publications, presentations, research and teaching experiences, grants, fellowships, etc.

Find more resume/CV advice from our website: career.uga.edu

Research Goals

Some faculty members may ask you for a description of your research goals. This document should be a brief statement highlighting research areas that you are interested in and your qualifications:

- What are your academic areas of interest?
- What topics do you want to research?
- Why do these interest you?
- How do these fit into your professional goals?
- What skills or experiences do you offer?
- What is your availability to contribute to research?

This is not a required document, particularly if you have not participated in research before. May be for from students fulfilling lab requirements.
# Weekly Planning Tool

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*Calculate the amount of time per week spent on each activity*
Good Luck!
From all the College of Engineering staff, we wish you the best in your pursuits as an engineering student at UGA. Please let us know of any questions you may have.