Academic Guide for CSE Students

Welcome to the CSE department at UTA! We have created this guide to help you better understand our department, your degree plan requirements, and UTA's academic policies and procedures.

In our department, we have two faculty advisors, Dr. Barasch and Dr. Conly, and two staff advisors, Melissa Rose and Katy Pedone. Dr. Barasch is the lead advisor of the CSE advisors, so you need to specifically see her if you need any of these things:

- You want to transfer in any coursework taken at any college or university that is international, outside of Texas, or a 4-year institution
- You need paperwork signed for:
    - International Office
    - Financial Aid Office
    - Veteran's Office
- You are interested in the Fast Track programs

If you need to see an advisor, you can find our availability on our online advising calendar: https://cse.uta.edu/current-students/undergraduate-study.php

Things to do before you start at UTA

Transcripts

Once you have completed course work at another institution, have that institution send a transcript with your final grades listed to UTA. This is the only way that you can receive credit for those classes and have the credit get entered into MyMav. You can read more about submitting transcripts here: https://www.uta.edu/admissions/apply/submitting-transcripts

If you continue to take courses at a different institution, remember to continue to submit your updated transcript to the Office of Records so that you have credit for those classes in MyMav.

Transfer credit analysis

Transfer students seeking to transfer a course taken at any college or university that is international, outside of Texas, or a 4-year institution in Texas, must see Dr. Barasch and request a course evaluation. Once the evaluation form is completed, the students MUST KEEP AND BRING THEIR COPY FOR FUTURE ADVISING SESSIONS. (Needed for course evaluation: the courses must show in MyMav and you must bring a copy of your syllabus or other documents that can show the topics in the course.)

Transfer students coming from a Texas community college can see any of the CSE undergraduate advisors for a credit analysis.

Math Placement Test (MPT)

If you DO NOT have Calculus I and you want to take math classes at UTA, you have to take an online test named **MPT**. The test is adaptive, can be taken only once, and you will need your UTA email and ID. Based on the score you make, you will get a recommendation of what math class you can take. Note that the test can place you all the way back to College Algebra.

Link for the **MPT**: https://www.uta.edu/math/LRC/mpt/

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If you have taken Pre-Calculus at another institution, you will still need to take the MPT and place into Calculus 1 in order to take Calculus 1 at UTA. If you have already passed Calculus 1 with C or better, you will be able to continue with Calculus 2 at UTA without taking the MPT test.

Transfer course information

There is not a direct transfer equivalency for COMS 2302. If you complete SPCH 1321 (Business and Professional Communications) and ENGL 2311 (Technical & Business Writing) at a community college, we can combine these classes to give you credit for COMS 2302.

Social/Behavioral requirement: only ECON 2305 (Macroeconomics) or IE 2308 is accepted.

ENGL 1302 is NOT a part of the degree plan.

We only accept credit for the four hour version of programming classes as credit for our classes. We will not accept COSC 1336, COSC 1337, or COSC 2336 from community colleges.

Only Software Engineering and Computer Engineering require a science elective. Computer Science no longer requires a science elective!

CSE Placement Exam

If you do not have credit for our programming classes but you have taken programming courses or have experience in programming, you have the option to try to test out of some of our programming courses.

- 1310 test: intro to programming; **Java** /C/C++/ Python . This test must be taken first.
- 1320 test: knowledge of C (including syntax, pointers and memory allocation).
- 1325 test: knowledge of C++ and Object Oriented Programming.

You can find more details about topics covered in each test here: https://cse.uta.edu/current-students/docs/PlacementExamsTopicsForCSE_1310_1320_1325.pdf

All the programming tests must be taken BEFORE the first day of classes. If you have already attempted any of the CSE classes at UTA, you cannot take the test.

The test is free but can be taken only once. It is administered in the ERB building room 621.

In order to take the test, you must fill out an authorization form and leave it with one of the advisors. Contact Ms. Tarrant to schedule the test.

Belinda Tarrant
Support Specialist I, Undergraduate Program Assistant
Office: ERB 622, Phone: 817-272-3603, Email: tarrant@uta.edu

Is your major correct?

CSE offers 3 degrees:
- Computer Science – more flexible: 5 tech electives allows you to tailor the degree
- Software Engineering – Software development courses (Testing, Project Management)

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- Computer Engineering – Digital logic, circuitry, embedded systems, signal processing

Are you in the CSE degree that you want? If not, you can easily change it. See an Advisor and fill out a form (simply talking about it with the advisor will NOT get your major changed).

Degree plan requirements and expectations
Below is a highlight of some important rules. Please check the Catalog for a list of ALL the rules and regulations.

3 way GPA:
We look at 3 GPAs and each one of them must be 2.25 or better (for good standing). Only the courses taken at UTA count towards the GPA.
- CSE courses only
- CSE + MATH + SCIENCE + ENGINEERING
- ALL COURSES

C-grade rule:
- All pre-professional courses must be passed with a grade of C or better (including ENGL 1301 and PHYS 1444).
- Senior Design I and Senior Design II must be passed with a C or better.
- ANY course that is a prerequisite or a co-requisite for another course must be passed with a C or better to count as having met that prerequisite.   (D is a passing grade for some courses, but you cannot use that course as a prerequisite).
- You must make a C in IE 3301 to graduate.

3 attempt rule:
A student has at most 3 attempts for each class that is mandatory for their degree plan. Withdraws (W) and unsatisfactory grades (D or F) count as attempts. "A student unable to raise his or her grade to at least a C in a pre-professional course within three enrollments (attempts) shall be required to change his or her major to a field outside of the College of Engineering." See: http://catalog.uta.edu/engineering/

If you cannot pass a class that is mandatory for your degree plan after 3 attempts, you will need to change your major to something outside of the CSE department.

Understanding your degree plan

Academic advising
Every semester an Academic Department hold will be placed on your account and will prevent you from enrolling. You need to meet, IN PERSON, with an advisor to discuss your courses for the next semester and have the hold removed.

Foreign language exemption
All CSE students are required to show proof that they have studied a foreign language in the past. Otherwise, they will need to study a foreign language before they graduate. Most students are exempt from this requirement. You are exempt from this requirement if:

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- You took 2 years in high school: bring your (official or unofficial) high school transcript to Ms. Tarrant (ERB 622). ASL and Latin will now fulfill this requirement!
- English is your second language: meet in person with Dr. Barasch (ERB 643).

What catalog do I follow?

Almost every year, we make updates to our degree plans. Even if your degree plan is updated, you will still follow the degree plan that was put in place for your catalog year.

The catalog year that you follow is almost always the year that you started taking classes at UTA. The exception to this might be students that changed their major or stopped taking classes at UTA for a while. You can always find the flowchart for your specific catalog year here: https://cse.uta.edu/current-students/undergraduate-guides.php

While required classes for each catalog year may change, you always have to follow the current pre-requisites for each class. If the pre-requisites for a class change, you need to follow the new pre-requisites no matter what catalog you are on.

If you aren't sure which catalog you are on, ask an advisor!

Pre-professional courses

Before you can enroll in any 4000 level CSE classes, you must complete all of the pre-professional courses for your degree plan. You can find the list of these courses in your degree plan program guide and flowchart on our website: https://cse.uta.edu/current-students/undergraduate-study.php

Professional Program

Once you have completed your pre-professional courses, you are eligible to be admitted to the professional program. To be admitted to the professional program:

- You must have credit for all pre-professional courses in MyMav
- You must have at least a C in all of these courses
- All three of your GPAs must be at least a 2.25

You don't need to apply to the professional program. We will track your progress and admit you once you meet this criteria.

- ***4000-level classes can only be taken AFTER accepted to the Professional Program***.
- 3000-level courses can be taken as soon as their prerequisites are met.
- Official degree plan: After you are accepted in the Professional Program, you will receive the degree plan.
- CSE 4316 and CSE 4317 are team- based classes and must be taken in consecutive semesters (Fall & Spring, Spring & Summer, or Summer & Fall).

Technical electives

Your degree plan has specific technical electives requirements. Each degree plan has a specific amount of electives you need to complete, and there is a set list of electives you can choose from. You'll want to pick options that match your interests and potential employment field. You can find the options for

these courses in your degree plan program guide and flowchart on our website:
https://cse.uta.edu/current-students/undergraduate-study.php

Permission lists

Some classes require permission before you can enroll in them. You need to see an advisor in person to request to be added to that permission list. After the permission is given (by putting you on a permission list for that class), you will still have to enroll yourself in the class, but you will now be able to do it.

Ex: CSE 3442, CSE 4191, CSE 4314, CSE 4317, CSE 4391, and CSE 4392

Fast track programs

For more information on the Fast Track programs, you should meet with Dr. Barasch.

Registration

Waitlist

All classes have a waitlist. If a class is waitlisted, this means it's full. If you put yourself on the waitlist, you might get enrolled in the class if a student that is currently enrolled drops the class and you get their spot. Being on the waitlist for a class does not mean that you are or will ever get enrolled in the class.

If MyMav doesn't know that you have the pre-requisites for that class, you are already enrolled in a different section of that class, or you are enrolled in too many classes, the system will NOT put you in the class when your turn comes. You can find more information about the waitlist here:
https://www.uta.edu/records/courses/policies/wait-list.php

Maximum course load

The maximum amount of hours that you can take in the fall and spring semesters is 19 hours. The maximum that you can take in the summer is 14 hours. If you would like to take more than this, you'll need permission from the department. For permission, contact Dr. Barasch at barasch@uta.edu.

Add/Drop classes

- Adding a class after *Late Registration* and before *Census Date* is done by an advisor and requires a form with the instructor's signature. Swapping a class during this time also requires the signature of the instructor of the class being added.
- No classes can be added after *Census Date*.
- Dropping a class before *Census Date* will not result in any grade. The class will not show on the transcript. (The drop may need to be done by an advisor, especially after *Late Registration*.)
- Dropping a class after *Census Date* is done by an advisor and requires a form signed by the instructor. It will show a grade of W for the dropped class.

6 drops rule

At most, student are allowed to drop 6 classes throughout your higher education career **in Texas.** If a student withdraws from ALL courses in a semester, those courses will not be counted as W.

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If a class is dropped after the census date but before the last day to drop, you will receive a W as a grade in that class. It has no effect on your GPA. <u>If you drop a class before the census date of the semester, it will not count as one of your 6 drops.</u>

If you are wanting to drop a class or all of your classes, but you have already used your 6 drops, you can ask the Office of Records for an exception to the 6 drop rule here: https://www.uta.edu/records/courses/policies/petition-for-exemption-to-six-drop-limit-policy.php

I can't enroll in a class!

Once your holds are removed you can enroll in the courses yourself. However, if your transfer credit does not show the specific course that is listed as a prerequisite, you may not be able to enroll. If you took a class at a different school, you will be in one of the following situations:

a) The course transferred with the corresponding UTA number (e.g. you took Calculus 1 and it transferred as MATH 1426).   You should be able to enroll yourself.

b) The course and grade can be seen in MyMav but it does not show the corresponding UTA number (e.g. your Calculus 1 shows as MATHTRAN):
   ➔ Email the Undergraduate Adviser <u>from that department</u> and they will put you in that class.
   ➔ Include complete info: <mark><u>Name</u>, <u>ID</u>, Semester, <u>Course</u>, <u>Section</u>, (<u>lab</u> section if needed)</mark>

c) The course cannot be seen in MyMav.
   ➔ Double-check that you have submitted the transcript to Admissions.
   ➔ Go to the department with a transcript. Note that every department has different requirements for this case. (Some require a copy of the transcript given to Admissions with the UTA stamp on it.)

UTA Policies and Procedures

Academic Calendar

All important dates for a semester, like census date and the last day to drop, can be found on the academic calendar: https://www.uta.edu/academics/academic-calendar

Grade forgiveness

You can find information about grade forgiveness here: https://www.uta.edu/records/courses/grades/forgiveness.php

Excessive hours

You can find information about excessive hours here: https://www.uta.edu/records/courses/policies/excessive-hours.php

Tuition Payments/Refunds

You can find information about how to pay your tuition here: https://www.uta.edu/business-affairs/sfs/make-payment.php and getting a refund for your tuition here: https://www.uta.edu/business-affairs/sfs/refunds/spring.php

Questions about these things can be answered by Student Accounts: https://www.uta.edu/business-affairs/staff/services/student-accounts.php

Financial Aid/ Scholarship

Questions about your financial aid can be answered by the Financial Aid office: https://www.uta.edu/fao/contact/

Questions about scholarships can be answered by the Office of Scholarships. The CSE department has no undergraduate scholarships, so all of your scholarship opportunities can be found through the Office of Scholarships: https://www.uta.edu/fao/contact/