

CECS New Student Checklist

Important points pertaining to students' responsibilities in the College of Engineering and Computer Science (CECS):

- 1) Campus POLICIES AND PROCEDURES are found in the *University Catalog* www.umd.umich.edu/catalog/ and at Enrollment Services: www.umd.umich.edu/policies_umd/ and www.umd.umich.edu/rr_registration/ _____
- 2) CECS policies and procedures are found in the *University Catalog* and the CECS STUDENT HANDBOOK. The CECS Handbook I received also includes information on helpful offices. I will read and familiarize myself with it: www.engin.umd.umich.edu/SRA/pdf/Student_Handbook.pdf Specific topics of interest include: Check Lists to use to complete degree, lists of No-Credit courses, etc. _____
- 3) CECS ADVISORS in 2000 HPEC provide information and can assist with academic concerns. I can contact them by phone (313-593-5510), appointment, or email. www.engin.umd.umich.edu/SRA

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- 4) I must meet with my ASSIGNED ADVISOR each term to have my REQUIRED ADVISING HOLD released and register for classes. At 44 credits I will be assigned a faculty advisor. www.engin.umd.umich.edu/SRA/advising.php. _____
- 5) I will pick up my CECS logon and password at CECS COMPUTER SERVICES, 1180 HPEC. I will regularly check both my CECS (engin) email account and my U of M-Dearborn email account. _____
- 6) I will read and follow the University's Student Code of Conduct, www.umd.umich.edu/index.php?id=419 and the CECS ACADEMIC CODE OF CONDUCT: www.engin.umd.umich.edu/cur_students/codeofconduct.php _____
- 7) I was given a copy of my program requirements CURRICULUM SHEET which I must follow in order to graduate. If I wish to change to a newer curriculum, I will notify the CECS office, 2000 HPEC, in writing. The latest curriculum sheets are online: www.engin.umd.umich.edu/SRA/cir_requir.php _____
- 8) I am aware that CECS students cannot take any course Pass/Fail nor register for a course without the PREREQUISITES or co-requisite courses: www.engin.umd.umich.edu/SRA/pdf/Pre-Requisites_for_CECS_Courses.pdf _____
- 9) A SAMPLE SEQUENCE OF COURSES for the latest catalog year in each major is available online: www.engin.umd.umich.edu/SRA/sample_sequence.php _____
- 10) I am aware of the DEADLINES to Add or Drop a course and the DEADLINES to totally withdraw from all courses. Deadline dates are online: www.umd.umich.edu/rr_academic-calendar/ I understand that if I stop attending a course and don't officially withdraw or drop it, I will receive a failing grade. _____
- 11) I am aware of a) the ON-CAMPUS COURSES POLICY - that **I must take all my courses at the Dearborn campus** after initial registration, and b) the D-MINUS REPEAT POLICY - that a D- grade is never a passing grade. _____
- 12) I am aware of the PROBATION REPEAT POLICY which requires me to repeat courses in which I did not receive at least a "C" in any term at the end of which either my cumulative *overall GPA or CECS GPA* was below a 2.0. _____
- 13) By the campus' COURSE REPEAT POLICY (www.umd.umich.edu/policies_repeat) a student may take a course a maximum of three times. CECS students who don't earn a satisfactory grade in a required course on the third try may be academically **dismissed** (required to withdraw) from their major or from CECS. _____
- 14) New transfer students may need to PETITION to receive credit for coursework taken at other universities. Submit a petition to CECS, 2000 HPEC, for a course to be evaluated so you can receive proper credit for it. _____
- 15) All new freshmen and transfers must take the ENGLISH COMPOSITION PLACEMENT EXAM before their first semester: www.umd.umich.edu/casl/hum/writing/place.html To schedule it, call (313) 593-5100. _____
- 16) All incoming freshmen must take the MATHEMATICS PLACEMENT EXAM: www.umd.umich.edu/318101 Transfers who plan to take Pre-Calculus or Calculus I at UM-Dearborn must also take it. Call (313) 593-5100. _____

Student's name: _____ Signature: _____
(please print)

Student ID: _____ Date: _____ Advisor's Initials: _____