

**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/](http://www.umd.umich.edu/catalog/) and at Enrollment Services: [www.umd.umich.edu/policies\\_umd/](http://www.umd.umich.edu/policies_umd/) and [www.umd.umich.edu/rr\\_registration/](http://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 also includes information on helpful offices and lists of No-Credit courses, etc. I will read and familiarize myself with it: [www.engin.umd.umich.edu/SRA/pdf/Student\\_Handbook.pdf](http://www.engin.umd.umich.edu/SRA/pdf/Student_Handbook.pdf) \_\_\_\_\_
- 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](http://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](http://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 am aware that important official information is sent to my CECS (engin) and U of M-Db email accounts and I will regularly check both. \_\_\_\_\_
- 6) I will read and follow the University's Student Code of Conduct, [www.umd.umich.edu/index.php?id=419](http://www.umd.umich.edu/index.php?id=419) and the CECS ACADEMIC CODE OF CONDUCT: [www.engin.umd.umich.edu/cur\\_students/codeofconduct.php](http://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 requirements sheets are online: [www.engin.umd.umich.edu/SRA/cir\\_requir.php](http://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](http://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](http://www.engin.umd.umich.edu/SRA/sample_sequence.php) \_\_\_\_\_
- 10) I am aware of the DEADLINE to Add or Drop a course and the DEADLINE to totally withdraw from all courses. Dates are online: [www.umd.umich.edu/rr\\_academic-calendar/](http://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. I will study 3 to 4 hours per each class hour. \_\_\_\_\_
- 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 that academic success requires daily active study, review, and practice: 30 to 40 hours per week . \_\_\_\_\_
- 13) 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. \_\_\_\_\_
- 14) By the campus' COURSE REPEAT POLICY ([www.umd.umich.edu/policies\\_repeat](http://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. \_\_\_\_\_
- 15) 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. \_\_\_\_\_
- 16) 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](http://www.umd.umich.edu/casl/hum/writing/place.html) All incoming freshmen must take the MATHEMATICS PLACEMENT: [www.casl.umd.umich.edu/index.php?id=685060](http://www.casl.umd.umich.edu/index.php?id=685060) Transfers who plan to take Pre-Calculus or Calculus I at U of M-Dearborn must also take it. Call (313) 593-5100 to schedule your placement tests. \_\_\_\_\_

Student's name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (please print)

Student ID: \_\_\_\_\_ Date: \_\_\_\_\_ Advisor's Initials: \_\_\_\_\_