

# UNIVERSITY of HOUSTON | ENGINEERING

## Department of Civil & Environmental Engineering

### Bachelor of Science in Civil Engineering (BSCE) Undergraduate Advising Guide

(access current version of this document online at [cee.egr.uh.edu/programs/undergraduate/advising](https://cee.egr.uh.edu/programs/undergraduate/advising))

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Please email corrections and suggestions on this guide to Dr. Herman.

**Disclaimer:** This is an unofficial document that does not contain all requirements and provisions applicable to BSCE majors. Students are responsible for ensuring they follow all policies set by UH, the College of Engineering, and the Department of Civil and Environmental Engineering.

## Admissions Info

- Admissions are handled by the University and College of Engineering, not engineering departments.  
<https://www.uh.edu/admissions/>
- Engineering Admission Requirements  
<https://www.egr.uh.edu/academics/admissions/requirements>
- Math Placement Exam  
Placement exam must be taken by all first-time-in-college freshman and transfer students who do not have any college-level math credits.  
[http://www.uh.edu/nsm/math/undergraduate/course\\_policies/math\\_placement/](http://www.uh.edu/nsm/math/undergraduate/course_policies/math_placement/)
- UH in 4 – four year graduation plan with fixed tuition for first-time-in-college students admitted in summer or fall  
<http://www.uh.edu/provost/students/new-coogs/uhin4/>
- Fixed Tuition for Transfer Students who start in summer or fall  
<http://www.uh.edu/provost/students/new-coogs/uhin4/tuition/>
- Scores Required for AP Credit  
Go to <https://uh.edu/catalog-undergraduate> > Undergraduate Admissions > Credit by Examination.
- For Dual Credit – Community College must send official transcript to UH Admissions  
<https://www.uh.edu/about/offices/enrollment-services/registrar/transcripts/sending-transcripts-to-uh/>

## University Level Info

- myUH (PeopleSoft) ID and CougarNet ID
  - UH assigns each student a 9-digit numeric identification number a few business days after a student applies to UH. This number is called a myUH ID or PeopleSoft ID number.
  - UH assigns each student a CougarNet ID after admission. This ID is a series of letters (based on the student's name) that may be followed with one or more numbers.  
For more information see <https://uh.edu/infotech/services/accounts/cougarnet/>
- @uh.edu E-mail Alias and @cougarnet.uh.edu Email Address
  - UH assigns each student an @uh.edu email alias. The alias is simply a forwarding service. See instructions at the webpage below to look up your alias and to review/change its destination.  
<http://www.uh.edu/infotech/services/accounts/email/update-student-address/index.php>

- UH assigns each student an @cougarnet.uh.edu email address through Microsoft 365. This email address is your CougarNet ID followed by @cougarnet.uh.edu. You can access this account through <https://login.microsoftonline.com/> with a User ID of CougarNetID@cougarnet.uh.edu. The password is the same CougarNet password you use on the UH website.
- *UH Student Resources* (<http://www.uh.edu/students/>)  
You can find links to LOTS of useful sites from this webpage. Start here when you need something! Easy access by going to the UH homepage and clicking "Current Students" in the yellow bar near the top of page. Quick access to Core Curriculum, Payment Information, Academic Calendar, Financial Aid and lots of other information!
- *Undergraduate Catalog* (<http://www.uh.edu/catalog-undergraduate>)  
Official listing of policies, rules, majors and minors, courses required for each degree, etc.
- *Course Descriptions and Requisites* (<http://www.uh.edu/courses-undergraduate>)  
Check pre- and co-requisites carefully and watch for changes; new requisites apply to all students. "Misrepresenting academic records or achievements as they pertain to course prerequisites or corequisites for the purpose of enrolling or remaining in a course for which one is not eligible" is a violation of the UH Academic Honesty Policy. If you do not meet requisites you can be dropped at any time (after refund date, after W drop date, etc.). Just because you can enroll in a course does not mean you have the right to take it!
- *Texas Common Course Numbering System (TCCNS)*  
Uniform set of course numbers for Texas public community colleges and universities.
  - State of Texas TCCNS page (can compare schools): <https://tccns.org/>
  - UH Engineering TCCNS page: go to page below and select "Engineering"  
<http://www.uh.edu/undergraduate-admissions/apply/transfer/transfer-equivalency-guides/>
- *Academic Calendar*  
Notice the last day to add a course, last day to drop without a grade, W drop deadline, etc.  
<http://www.uh.edu/academic-calendar-undergraduate>
- *UH Academic Honesty Policy*  
Read policy carefully. Notice you can't have a cell phone on your person during an exam, quiz, or in-class assignment (3.02c). Turn off your cell phone and put it in your backpack during all exams!  
<http://www.uh.edu/academic-honesty-undergraduate>
- *Limit on In-state Tuition for Texas Residents*  
Limit on sum of hours taken at all Texas public community colleges and universities. All courses (including W grades) in count. For BSCE majors, when you have attempted 130+30 hours = 160 hours must pay extra fee (As of 12/14/21 = \$171 per credit hour)  
<https://uh.edu/provost/policies-resources/student/#enrollment-cap>  
<https://www.uh.edu/financial/undergraduate/tuition-fees/course-fees/> (fee courses over cap, charge for course repeated three or more times)
- *Texas Core Curriculum at University of Houston*  
Do not assume a course will satisfy core requirements - check the list! There are alternate paths for Honors College. <http://www.uh.edu/academics/corecurriculum/>  
If you are core complete at one public Texas college or university, you are core complete at all of them. If a course is part of core curriculum at one institution it will count for same core requirement at other institutions.
- *Honors College*  
Small-college environment inside UH for UH's most academically talented students.  
[www.uh.edu/honors/prospective-students/index.php](http://www.uh.edu/honors/prospective-students/index.php)

- Numerous UH Policies in Catalog
  1. 66 Hour Limit on freshman + sophomore transfer courses that are **APPLIED** to degree
  2. No more than three attempts at University course (only **two attempts** for engineering courses)
  3. Overall GPA of 2.0 required
  4. 3000 and 4000 level courses **in Major** "expire" after 7 years
  5. Must complete at least 25% of degree at UH
  6. 6 of last 30 hours can be taken outside UH if needed to complete core curriculum requirements
  7. Can't graduate on degree plan that is over 7 years old
  8. If you don't enroll for 13+ months you are no longer UH student
  9. Can always move to newer degree plan

<http://www.uh.edu/policies-undergraduate>
- University Probation and Suspension. Based on Overall GPA – must be 2.0 or higher  
Go to <http://www.uh.edu/policies-undergraduate> > Academic Regulations > Academic Standing
- Applying for Graduation  
APPLY TO GRADUATE through myUH at [accessuh.uh.edu](http://accessuh.uh.edu) early in graduating semester. Do not wait for pending petitions. Deadlines are listed in Academic Calendar.  
<http://www.uh.edu/academic-calendar-undergraduate>
- College-Level Examination Program (CLEP) (<https://clep.collegeboard.org/>)  
College Board CLEP Exams can be used to complete some of the Texas core curriculum requirements. Self-study and get an acceptable score on the exam to get credit for the course. Scores for credit required by UH for the AP, CLEP, and other examination programs are listed in the Undergraduate Catalog. Go to <https://uh.edu/catalog-undergraduate> > Undergraduate Admissions > Credit by Examination.

The courses in the table are alphabetized by prefix. CLEP credits that can count towards the BSCE degree include BIOL 1306, ENGL 1301, GOVT 2305, GOVT 2306 (also requires UH test or 1 credit course for Texas component), HIST 1301, HIST 1302, MATH 2413, and multiple Social and Behavioral Science Core Courses (ECON 2301, ECON 2302, PSYC 2301, SOCI 1301 – only need credit for one).

## College and Department Level Information

- **Current UH engineering students cannot take engineering courses at other institutions without prior permission. This applies to all courses offered by the College of Engineering (including ENGI 2304) and courses offered by all engineering departments.**
- Please be aware:
  1. Future summer course offerings are **not** guaranteed.
  2. Do NOT enroll in a course if you do not satisfy requisite requirements. Exceptions to prerequisites **must be approved in writing by Dr. Herman**.
  3. CIVE lab classes can demand extra time. When possible, do not schedule more than two CIVE lab classes in same semester.
  4. Lay out course plans at least three semesters ahead. Take courses that are prerequisites for lots of other courses as early as you can.
  5. Some courses (especially at the senior level) are not offered in both fall and spring. See flowchart footnotes and CIVE Electives list for semester offered.
  6. Begin planning early to meet prerequisites for senior courses, particularly CIVE 4312.
- Numerous College Policies
  1. Must take 30 hours of engineering courses at UH
  2. Must earn C- or better in engineering, math, and science courses to use them towards engineering degree or as prerequisite for engineering course

3. Limit of Two Attempts for Engineering Courses (W grade counts as attempts)
4. Current engineering students must Have PRIOR Permission to take an engineering course at another institution

Go to <http://www.uh.edu/catalog-undergraduate> > Colleges > Go to information for Cullen College of Engineering > Academic Information. Make sure to read content of page **and also click "Engineering General Degree Requirements" link** near top of page.

- BSCE Degree Plan

Go to <http://www.uh.edu/academics-majors> then "Major and Minor Fields of Study Listed Alphabetically" > "Civil Engineering, B.S.C.E."

Departmental BSCE Advising Page: <http://www.cive.uh.edu/programs/undergraduate/advising>

- CIVE Course Descriptions and Prerequisites

Go to <http://www.uh.edu/courses-undergraduate>. In "Prefix" dropdown select "CIVE" then click "Filter."

- Courses that count towards BSCE Major GPA

Go to <http://www.uh.edu/academics-majors> > Major and Minor Fields of Study Listed Alphabetically > Civil Engineering, B.S.C.E. Courses that are part of major GPA are listed in the third paragraph.

- Engineering Probation and Suspension (must maintain major GPA of 2.25 or higher)

<https://www.egr.uh.edu/academics/policies/probation-and-suspension>

- Graduate Courses as CIVE Tech Electives

Students who have overall and major GPAs  $\geq 3.0$  MAY be allowed to take up to two CIVE and count them as CIVE Electives in their BSCE degrees. See instructions in last section of "CIVE Elective Offerings" handout at <http://www.cive.uh.edu/programs/undergraduate/advising>

- Accelerated B.S./Graduate Degree Program in Engineering

Accepted students take up to six graduate credit hours that are can be double-counted towards BSCE and graduate degree. Go to <http://www.uh.edu/catalog-undergraduate> then "Colleges" > "Go to information for Cullen College of Engineering." > "Academic Information" > "Engineering General Degree Requirements" > "Accelerated B.S./Graduate Degree Program in Engineering"

- MECT 3341 Computer Aided Drafting Substitutes

Submit request for substitution using Undergraduate General Petition Form available at <https://www.uh.edu/academics/forms/>. Fill out contact information at top. Check Item 12. In explanation area write "Please allow me to substitute (fill in name and number of course you took) for MECT 3341 Computer Aided Drafting in my BSCE degree plan. Email to BSCE Academic Advisor (Mrs. Alicea, [lalicea@uh.edu](mailto:lalicea@uh.edu)) and Director of BSCE Program (Dr. Herman, [rherman@uh.edu](mailto:rherman@uh.edu)). Note this is NOT an engineering course at UH so current engineering students can take this course at other institutions.

- ENGR 1304 Engineering Graphics (offered at Lone Star, San Jac, and many other Texas public community colleges)
- ENGR 1204 Engineering Graphics plus 1 credit hour from ENGR 1201 Introduction to Engineering or other approved course (2 credit Engr Graphics course offered at HCC and some other Texas public community colleges)
- DFTG 2319 Intermediate CAD (Notice prerequisite requirements. Offered at HCC, Lone Star, San Jacinto, and other Texas public community colleges)
- Check with Dr. Herman ([rherman@uh.edu](mailto:rherman@uh.edu)) about other substitutions, may involve combination of academic and work experience.

- **Run your myUH Advisement Report at least twice a year.** (<https://uh.edu/myuhhelp/dpr/>)

- If you have been advised to submit a petition please do so immediately. Your petitions need to be submitted so that you will know if a request is approved or disapproved.

- Course substitutions/exceptions approved by General Petition are typically programmed into the myUH Advisement Report late in the semester a student applies to graduate.
- *Transfer Texas Core Curriculum Courses that aren't Labeled Core at UH*  
If a core course from another Texas public school does not fall in the right spot on your myUH Advisement Report contact Mrs. Alicea ([lalicea@uh.edu](mailto:lalicea@uh.edu)). She may be able get the proper core code attached to your class if the other institution didn't post core codes on the transcript they sent to UH.
- *Undergraduate Transfer Credit Petition eForm*  
Submit Transfer Credit Petition eForm to have courses that were not automatically matched to UH courses evaluated. Student must upload catalog course description and syllabus for all courses. For math and science courses students must also upload catalog descriptions for the prerequisite courses. For engineering courses, students may also have to submit copies of graded exams. Faculty members who teach a given course will review the material that is submitted and decide whether UH will give transfer credit for the course.  
<https://uh.edu/undergraduate-admissions/apply/transferring-credit/>
- *Undergraduate General Petition* (<http://www.uh.edu/academics/forms/#generalpetition>)  
Multiple uses including course substitutions, course waivers, change of major, overload, degree requirement exception.
- *Join the UH student chapter of the American Society of Civil Engineers (ASCE UH)*  
Network with fellow students, alumni, and potential employers, volunteer, participate in competitions. Email [uhasce@uh.edu](mailto:uhasce@uh.edu). Website <https://asce.egr.uh.edu/>.
- *Scholarships*  
University of Houston <https://uh.edu/financial/undergraduate/types-aid/scholarships/>  
Cullen College of Engineering <https://www.egr.uh.edu/academics/scholarships>  
Dept of Civil and Environmental Engineering <http://www.cive.uh.edu/programs/undergraduate/scholarships>
- *Learning Advancements for UNDERgraduate Cougars of Houston (LAUNCH)*  
Offers learning support programs and self-development activities designed to improve student academic performance. Individualized assessments and group workshops available.  
<http://www.uh.edu/ussc/launch/services/>
- *Scholar Enrichment Program – Workshops for Math and Science Classes* (<http://sep.uh.edu/>)  
Must register in 1 credit workshop course.
- *Workshops for Some Lower Level Engineering Courses* (<http://promes.egr.uh.edu/workshops>)  
Must register in 1 credit workshop course.
- *Counseling and Psychological Services (CAPS)*  
CAPS offers counseling for wide range of issues that may interfere with daily life activities, contribute to low academic performance, stress, anxiety, etc. Ten free individual sessions a semester. Strong students have the courage to recognize when they need help.  
<https://www.uh.edu/caps/>
- *Dean of Students Office – Student Advocacy and Support Services*  
Service that helps students with various academic and non-academic concerns. When you do not know where to get the help you need, ask them!  
<https://www.uh.edu/dos/>
- *University of Houston Writing Center*  
Trained consultants help you develop and structure ideas, organize thoughts. If your writing skills are weak allow time to meet with consultant more than once on a document.  
<http://writingcenter.uh.edu/>

- *Engineering Career Center*  
For internships and post-graduation jobs.  
<https://career.eqr.uh.edu/>
- *University Career Services*  
You can use both college and university career centers (university center has more staff)  
<https://www.uh.edu/ucs/>
- *Program for Mastery in Engineering Studies (PROMES)*  
PROMES provides a positive learning environment that supports the needs of undergraduate students.  
PROMES can be particularly helpful to students from underrepresented groups.  
<https://promes.eqr.uh.edu/>