Bachelor of Science in Civil Engineering (BSCE) Undergraduate Advising Guide
(guide is online at cee.egr.uh.edu/programs/undergraduate/advising)

Mrs. Alicea, Advising Assistant
lalicea@uh.edu
713-743-7204

Dr. Herman
Director of BSCE Undergraduate Program
rherman@uh.edu

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 applicable policies set by UH, the College of Engineering, and the Department of Civil and Environmental Engineering.

University Level Info

• @uh.edu E-mail Alias
  The @uh.edu email alias is a forwarding service. Keep it pointed to an email address you check regularly. Instructions:
  http://www.uh.edu/infotech/services/accounts/email/update-student-address/index.php

• UH Student Resources
  http://www.uh.edu/students/

• Course Descriptions and Requisites
  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 the course it does not mean you have the right to take it!
  http://www.uh.edu/courses-undergraduate

• 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/

• Current UH engineering students cannot take engineering courses at other institutions without prior permission.

• Academic Calendar
  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://uh.edu/provost/policies-resources/student/#enrollment-cap)
  [https://www.uh.edu/financial/undergraduate/tuition-fees/course-fees/](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 is core - check the list! There are alternate ways to satisfy history and government cores than those on the BSCE degree plan flowchart and alternate paths for Honors College. [http://www.uh.edu/academics/corecurriculum/](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 to meet 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](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](http://www.uh.edu/policies-undergraduate) then “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](http://www.uh.edu/academic-calendar-undergraduate)

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**College and Department Level Information**

• **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 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](http://www.uh.edu/catalog-undergraduate) then “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](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.”

- **Engineering Probation and Suspension (must maintain major GPA of 2.25 or higher)**  
  https://www.egr.uh.edu/academics/policies/probation-and-suspension

- **Courses that count towards BSCE Major GPA (list in third paragraph of page below)**  
  Go to http://www.uh.edu/academics-majors then “Major and Minor Fields of Study Listed Alphabetically” > “Civil Engineering, B.S.C.E.” third paragraph.

- **MECT 3341 Computer Aided Drafting Substitutes with Automatic Approval**  
  Submit on General Petition.  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.  Submit to Mrs. Alicea (lalicea@uh.edu).  Note this is NOT an engineering course at UH so current students can take 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)

- **Advising Notes**  
  1. Future summer course offerings are **not** guaranteed.
  2. Prerequisite requirements rigorously enforced.  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 offering schedule on list of CIVE Electives.
  6. Begin planning early to meet prerequisites for senior courses, particularly CIVE 4312.

- **Graduate Courses as CIVE Tech Electives**  
  Students who have overall and major GPAs ≥ 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”

**Advisement Report and Petitions**  
Run your myUH Advisement Report at the beginning and end of every semester:  
https://www.uh.edu/academics/courses-enrollment/The-New-myUH/Info-for-students/Academic%20Advisement%20Report/  
- 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). 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**
  Submit Transfer Credit Petition for equivalent courses that are not automatically matched to UH courses. Faculty teaching the type of course you want to transfer will evaluate your transfer request and decide if it can substitute for a UH course or not. Fill out Transfer Credit Petition available at [http://www.uh.edu/academics/forms/#transferpetition](http://www.uh.edu/academics/forms/#transferpetition). Submit to Mrs. Alicea with appropriate documentation (for all courses – detailed syllabi, for math and science courses must include a list of course prerequisites and catalog descriptions for the prerequisite courses, for engineering courses may also need to submit copies of graded exams.).

• **General Petition**
  Multiple uses including course substitutions, course waivers, change of major, overload, degree requirement exception.
  [http://www.uh.edu/academics/forms/#generalpetition](http://www.uh.edu/academics/forms/#generalpetition)

### Activities and Scholarships

• **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. Website [https://asce.egr.uh.edu/](https://asce.egr.uh.edu/).

• **Scholarships**
  University of Houston [https://uh.edu/financial/undergraduate/types-aid/scholarships/](https://uh.edu/financial/undergraduate/types-aid/scholarships/)
  Cullen College of Engineering [https://www.egr.uh.edu/academics/scholarships](https://www.egr.uh.edu/academics/scholarships)
  Dept of Civil and Environmental Engineering [http://www.cive.uh.edu/programs/undergraduate/scholarships](http://www.cive.uh.edu/programs/undergraduate/scholarships)

### Some Great Resources for UH Students

You are already paying for many of the resources listed below through you tuition and student fees. Take advantage of them!

• **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/](http://www.uh.edu/ussc/launch/services/)

• **Scholar Enrichment Program – Workshops for Math and Science Classes**
  [http://sep.uh.edu/](http://sep.uh.edu/)

• **Engineering Workshops for Various Lower Level Engineering Courses**
  [http://promes.egr.uh.edu/workshops](http://promes.egr.uh.edu/workshops)

• **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/](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/](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/](http://writingcenter.uh.edu/)

• **Engineering Career Center**
  For internships and post-graduation jobs.
  [https://career.egr.uh.edu/](https://career.egr.uh.edu/)

• **University Career Services**
  You can use both college and university career centers (university center has more staff)
  [https://www.uh.edu/ucs/](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.egr.uh.edu/](https://promes.egr.uh.edu/)

### Admissions Information, Math Placement, AP/CLEP Credit

• **Admissions Webpage**
  Admissions are handled by the University and College of Engineering, not engineering departments.
  [https://www.uh.edu/admissions/](https://www.uh.edu/admissions/)

• **Engineering Admission Requirements**
  [https://www.egr.uh.edu/academics/admissions/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.

• **AP and CLEP Credit**
  Send scores to UH’s University Testing Services. See “CBE Brochure” link at website below for course credit that can be obtained through AP, CLEP, and other tests.
  [http://ussc.uh.edu/uh-credit-by-examination.aspx](http://ussc.uh.edu/uh-credit-by-examination.aspx)

• **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/](http://www.uh.edu/provost/students/new-coogs/uhin4/)

• **Fixed Tuition for Transfer Students who start in summer or fall**