Course Registration

Add or Drop Courses (Email Drop Policy)
Audit a Course
Concurrent Enrollment at UI Chicago/Springfield or Parkland
Credit/No Credit Grading Option
ENG 310 (Internships)
Grade Replacement Request
Holds
Overload or Underload Request
Prerequisite and Concurrent/Credit Course Enrollment
Transfer Credit

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Add or Drop Courses

_Campus versus College Drop Deadlines_

The University of Illinois has a very liberal policy on course drops. Students may freely drop any _unrestricted_ course up to mid-term as long as they remain full time. However, there are courses _restricted_ by the College of Engineering and by its Departments which can only be freely dropped up to the tenth day of class.

Therefore, there are **TWO late drop deadlines** for regular semester courses:

- Mid-term of the semester is the Drop Deadline for _UNRESTRICTED_ courses
- The TENTH day of classes is the Drop Deadline for _RESTRICTED_ courses

Half-semester courses will have different deadlines to reflect their reduced length. The FIFTH day of the class for the course is the deadline for add or free drop. Check the campus deadlines.

Drop requests after the deadlines are NOT automatically granted

Not all requests will be approved, and requested changes to _restricted courses_ will require you visit department and/or college advisors for a review. Carefully review the Drop Policy below for more information. Requests to drop classes due to poor academic performance alone will not be approved, because it is explicitly forbidden by the Student Code.

Add/Drop Policy
10th day of classes is the Deadline for Schedule Changes with no approval required

- **Within the first ten days of classes:** Students can change their schedule on their own using the Enterprise/Self-Service system.
  - Students should take the schedule selected in consultation with their departmental advisor. If students wish to make substantial changes, particularly in technical courses, they should consult their advisor again.
  - Students must be registered for at least 12 hours, except in their final semester. This ensures that students have full-time status. Dropping below 12 hours requires the approval of a dean in 206 Engineering Hall. For more details on underload and overload policy, see here.
  - Credit overloads above 18 hours must be approved by a dean in the Undergraduate Programs Office (206 Engineering Hall). Enrolling in extra courses with the intention of dropping some later is strongly discouraged. Drop requests under these circumstances may be denied after the tenth day of classes. Overload requests for this purpose will not be approved.

- **After the tenth day of classes:**
  - Students should access the Add-Drop Portal for courses taken during either a fall or spring semester at https://my.engr.illinois.edu/coursechanges.
    - If your request requires approval, you will be asked to PRINT OUT a form:
      - The form will indicate which approvals you need: department, college academic advisor or dean in 206 Engineering Hall, both, or any other approval.
      - It makes the process smoother if you come to 206 Engineering Hall with all completed forms for all requests you made. Make sure to cancel any unwanted request.
    - If your request does not require approval, it will be processed within 2-3 business days. You will also receive email when your request has been processed (confirmation that 206 EH staff has made the requested change on your schedule) or if there is a problem with your request.

    To see if your request has been processed, visit UI-Integrate to view your schedule. The Add-Drop Portal keeps track of the list of all requests you made for the current semester, and their current status.

    - All **Restricted Courses** by engineering Departments/College cannot be dropped without special review and approval by the department chief advisor/college dean. To drop a restricted course AFTER the tenth day (or to drop any unrestricted class after the mid-term drop deadline), students MUST have extenuating circumstances beyond their control that directly affected academics (documented sickness, personal emergency or crisis, etc.). Exception is possible only if a specific course is not required by the major of enrollment.

    - **For College-Restricted courses:** Drop requires approval from an Academic Advisor or Dean in the Undergraduate Programs Office (206 Engineering Hall).
    - **For Department-Restricted courses:** Drop requires approval from the Chief Advisor of the student’s home department and an Academic Advisor or Dean in the Undergraduate Programs Office (206 Engineering Hall).

- **After mid-term of the semester/campus drop deadline:** all changes of schedule require approval. To drop any class (restricted or not), students MUST have extenuating circumstances beyond their control that directly affected academics (documented sickness, personal emergency or crisis, etc.). Students should fill out this Late Course Add/Drop form, visit 206 Engineering Hall to request any change on their schedule, and discuss their situation.

## Restricted Courses

All **Restricted Courses** by engineering Departments/College cannot be dropped after the tenth* day of classes without special review and approval by the department chief advisor/college dean. To drop a restricted course AFTER the tenth day (or to drop any unrestricted class after the mid-term drop deadline), students MUST have extenuating circumstances beyond their control that directly affected academics (documented sickness, personal emergency or crisis, etc.). Requests to drop these classes due to poor academic performance alone will not be approved, because it is explicitly forbidden by the Student Code. Exception is possible only if a specific course is not required by the major of enrollment.

To make a request for approval after the tenth day of classes, use the Add-Drop Portal.

**College-Restricted courses** - Drop requires approval from a Dean in the Undergraduate Programs Office (206 Engineering Hall)
ENG 100, ENG 300
CHEM 102/103, 104/105, 202/203, 204/205
CS 101, 125
SE 101
MATH 220, 221, 225, 231, 241, 285, 286
PHYS 211, 212, 213*, 214*
RHET 101-105, CMN 111, 112, ESL 111, 112, 115

* Since PHYS 213 is offered in the second half of the term, the drop restriction does not take effect until the second half term deadline. The drop deadline for a restricted first half semester course is the fifth day of classes. See all Campus Deadlines.

Department-Restricted courses - Drop requires approval from the Chief Advisor of the student’s home department and a Dean in the Undergraduate Programs Office (206 Engineering Hall)

<table>
<thead>
<tr>
<th>Aerospace Engineering</th>
<th>AE 202, 311, 312, 321, 323, 352, 353, ME 200, TAM 210, 211, 212</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agricultural and Biological Engineering</td>
<td>ABE 141, 223, 224, 225, 226, 341, 430, 469, CHBE 321, TAM 210, 211, 212, 251, 335, ECE 205, 206, ME 200</td>
</tr>
<tr>
<td>Bioengineering</td>
<td>BIOE 120, 201, 202, 205, 206, 210, 220, 302, 303, 310, 360, 414, 415, 420, 435, 436, 476, CHEM 232, MCB 150</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>CEE 195, 201, 202, TAM 211, 212, 251, 335</td>
</tr>
<tr>
<td>Computer Engineering</td>
<td>ECE 110, 120</td>
</tr>
<tr>
<td>Computer Science</td>
<td>CS 100, 125, CS 126, 173, 225, 233, 241</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>ECE 110, 120</td>
</tr>
<tr>
<td>Engineering Mechanics</td>
<td>ME 170, 200, 310, 330, 470, TAM 195, 211, 212, 251, 252, 270, 324, 335, 412, 445, 470</td>
</tr>
<tr>
<td>Engineering Physics</td>
<td>PHYS 110, 225, 325, 435, 485, 486</td>
</tr>
<tr>
<td>Systems Engineering &amp; Design</td>
<td>ECE 110, 211, SE 100, 261, 310, 311, 312, 320, 330, 331, 410, 413, 420, 423, 424, 494, 495, TAM 211, 212, 251, 335, IE 300, 310, 360, MATH 415</td>
</tr>
<tr>
<td>Industrial Engineering</td>
<td>ECE 110, SE 100, 261, 494, 495, IE 300, 310, 311, 330, 410, 413, 430, MATH 415, ME 330, TAM 211, 212, 251</td>
</tr>
<tr>
<td>Materials Science &amp; Engineering</td>
<td>MSE 182, 201, 206, 304, 307, 308, 401, 402, 405, 406</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>ME 170, 270, 200, 310, 320, 330, 340, 360, 370, 371, 470, TAM 210, 211, 212, 251, 324, 335</td>
</tr>
<tr>
<td>Nuclear, Plasma &amp; Radiological Engineering</td>
<td>ECE 205, ME 200, 310, NPRE 100, 247, 421, 431, 441, 446, 447, 448, 451, 455, 458, TAM 210, 211, 212, 335</td>
</tr>
<tr>
<td>Engineering Undeclared</td>
<td>ABE 141, BIOE 120, MCB150, CEE 195, ECE 110, ECE 120, CS 100, CS101, CS125, CS126, CS173, CS225, ME170, TAM 195, PHYS 110, MSE 182, NPRE100</td>
</tr>
</tbody>
</table>
Email Sent to all College of Engineering Students on January 18, 2019 (please note that some of these links to WIKI websites may have changed since this email was sent)

Subject - IMPORTANT: Adding/Dropping Classes, Policies and Important Deadlines

Dear Engineering Students:

You are responsible for understanding the policies, dates, and deadlines regarding adding, dropping, and repeating classes.

- The College Drop Deadline applies for all full-semester restricted courses January 28.
- The Campus Drop Deadline applies for all full-semester unrestricted courses March 8.
- Courses designated as other than full-semester have different drop deadlines.
- Requests for Grade Replacement for a course you are currently retaking are due by mid-term of the class. For full-semester courses this is March 8.
- See Deadline table below for more information.

All engineering students will have a hold placed on their student accounts January 28, 2019 at 11:59PM. Processes for requesting any class schedule changes before and after this hold is implemented are explained in the Semester Timeline below.

Dropping and adding courses could affect your tuition bill! Deadlines for tuition adjustments are strictly enforced. If you have been approved for an underload (e.g. as a graduating senior) and you are changing your class schedule after the adjustment deadline (for full-semester courses, this is January 28), the University will charge for all attempted classes appearing on your schedule. This means that if your attempted credit hours totaled 12 or more, including any course dropped after the adjustment deadline, you will be charged full tuition.

SEMESTER TIMELINE FOR SCHEDULE CHANGES

<table>
<thead>
<tr>
<th>DATE</th>
<th>How to change your classes</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 28, 2019</td>
<td>Last day you can use the Enterprise/Self-Service system to change your class schedule (for full-semester courses only).</td>
<td>Partial semester courses may have earlier deadlines. (See Deadlines Table)</td>
</tr>
<tr>
<td>Jan. 28, 2019 at 11:59PM</td>
<td>A hold is placed on all engineering student accounts, preventing schedule changes.</td>
<td>See College policy</td>
</tr>
<tr>
<td>Jan. 29, 2019 to Mar. 8, 2019 at 2:59PM</td>
<td>Use the online add/drop request portal to make any course change requests (adds, drops, section or credit changes).</td>
<td>Not all requested changes will be approved, and requested changes to restricted courses will require you visit department and/or college advisors for a review. The online portal closes at 3:00pm on March 8.</td>
</tr>
<tr>
<td>After 3pm on Mar. 8, 2019</td>
<td>Visit advisors in 206 Engineering Hall with any requests for schedule changes.</td>
<td>Not all requested changes will be approved.</td>
</tr>
</tbody>
</table>

DEADLINES FOR COURSE DROPS AND GRADE REPLACEMENT REQUESTS

<table>
<thead>
<tr>
<th>COURSE TYPE</th>
<th>APPLICABLE DEADLINE</th>
<th>DATE</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Semester Restricted</td>
<td>College Drop Deadline</td>
<td>Jan. 28, 2019</td>
<td>List of restricted courses is available here.</td>
</tr>
<tr>
<td>Full Semester Unrestricted</td>
<td>Campus Drop Deadline</td>
<td>Mar. 8, 2019</td>
<td>Course is not on the list of restricted courses above</td>
</tr>
<tr>
<td>Partial Semester Restricted</td>
<td>College Drop Deadline applies to restricted courses</td>
<td>Fifth day of the class term</td>
<td>List of restricted courses is available here.</td>
</tr>
<tr>
<td>Partial Semester Unrestricted</td>
<td>Partial Semester Course: Campus Drop Deadline applies to restricted courses</td>
<td>Midpoint of the class term</td>
<td>Course is not on the list of restricted courses above</td>
</tr>
</tbody>
</table>
A course you are currently repeating (or currently taking) | Grade Replacement Request Deadline (or Credit/No-Credit Request Deadline) | Midpoint of the term | See Grade Replacement or CR/NC links for information, eligibility and request form

Same deadline applies to rescind an approved request.

IMPORTANT WEBSITES

- List of Restricted Courses - [https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-RestrictedCourses](https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-RestrictedCourses)
- Procedures for Adding/Dropping a Course or Changing Sections – [https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-AddorDropCourses](https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-AddorDropCourses)
- Credit/No-Credit rules and procedure - [https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-Credit/NoCreditGradingOption](https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-Credit/NoCreditGradingOption)
- Grade Replacement procedure and FAQ's - [https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-GradeReplacement](https://wiki.illinois.edu/wiki/display/ugadvise/course+Registration#CourseRegistration-GradeReplacement)
- Incomplete Grades rules and procedures - [https://wiki.illinois.edu/wiki/pages/viewpage.action?pageId=680722808](https://wiki.illinois.edu/wiki/pages/viewpage.action?pageId=680722808)
- Spring 2019 Academic Calendar - [http://registrar.illinois.edu/spring-academic-calendar-19](http://registrar.illinois.edu/spring-academic-calendar-19)
- All Academic Deadlines - [http://registrar.illinois.edu/academic-calendars](http://registrar.illinois.edu/academic-calendars)

Sincerely,
Undergraduate Programs Office
206 Engineering Hall
engineering@illinois.edu

Visit the advisors in 206 Engineering Hall (8:30am-11:45am & 1pm-4:30pm Monday through Friday) with any questions about your schedule or college policies.

Questions?

- What is the deadline to drop an undergraduate semester course without a ‘W’? The deadline is usually at the end of the eighth week of classes each semester. Please refer to the Registrar for details.
- What is a ‘W’ and how does that affect me? A ‘W’ indicates that you registered and subsequently dropped the class and will appear on your transcript. Some professional schools (such as law) will evaluate ‘W’ grades as failing grades.
- If I come in after the campus drop deadline to drop a semester course without a ‘W’ and request to drop a course, will my request automatically be approved? No. You must have extenuating circumstances beyond your control that affected your academic performance and are well documented. If your drop request is approved, you will get a ‘W’ on your transcript.
- Whom to Contact with further questions?
  - KNOW YOUR COLLEGE - Your life as an undergraduate student is regulated by the undergraduate program office in 206 Engineering Hall where academic advisors and deans are the only individuals who can consider requests to add/drop classes. Avoid sending messages to random college of engineering personnel whom you may identify through websites or directories. Sending a request to the wrong person can only delay attention to your case.
  - Please visit 206 Engineering Hall to discuss your situation with an Academic Advisor or Dean: We are here to help, guide and assist. We will work with you and help you find solutions, whether you have extenuating circumstances or not.

Audit a Course

Auditing a Course (including information from Part 3-305 of Student Code): Students carrying a full program (12 or more semester hours) may audit (visit) a class with the written permission of the instructor and approval of the Office of the Associate Dean for Undergraduate Programs. No credit will be given for audited classes. Laboratory, military, physical education, or studio classes may not be audited. Additional information can be obtained from the Office of the Registrar. A fee will be assessed for any student who is not full time (12 credit hours or more).

- An auditor is a listener only and does not participate in any way in class activities.
- No lab sections, military, non-theory kinesiology, or studio classes are allowed for audit.
- Course auditing is forbidden for students in the Engineering College with “dropped” status, and auditing is rarely approved for students with a probation status.
- Undergrad students in the College of Engineering must already be registered as full time students in order to be allowed to audit.
- No credit is given for auditing; a designated grade of “AU” appears on the student transcript.

Procedure:

- Student obtains the Office of the Registrar’s “Auditor’s Permit” form and presents it to the course instructor at the first class.
Course instructor grants permission, if space is available, and signs the “Auditor’s Permit” form.

Student brings form to 206 EH for College of Engineering advisor’s review and approval by the 10th day of instruction. [Note: Late audit requests require a written note by the instructor that the student hasn’t been participating.]

Advisor verifies student status before signing audit permit.

UPO advisor returns the approved/signed audit form directly to the student.

Student hand carries the completed “Auditor’s Permit” to Admissions and Records, 901 W. Illinois St., Suite 140, Urbana.

For exchange students, whose status in Ugrad Recs is typically shown as “Non-degree; “Nondegree” Major; Junior”:

- Advisor makes a copy of the “Auditor’s Permit” form and gives it to the Director of IPENG for the student’s record.
- Advising note: IPENG students are not allowed to change their course registration after they have signed up to audit a class.

Concurrent Enrollment at UI Chicago/Springfield or Parkland

Students who are currently enrolled at UIUC may want to consider enrolling in courses offered during the same semester at University of Illinois Chicago, University of Illinois Springfield, or at Parkland College. Discuss your plans for concurrent enrollment as part of your course planning with your department advisor, and verify that you have completed the necessary prerequisites prior to enrolling in courses.

Be certain, prior to registering, that you will be earning transferable credit for any course that you plan to take from another school. Use the Transferology website to verify a match between the UIUC course, for which you want transfer credit, with a similar course being offered elsewhere.

Information from the Registrar regarding concurrent enrollment can be found at: https://registrar.illinois.edu/concurrent-enrollment

Concurrent Enrollment at UI Chicago or UI Springfield

Students must complete the Application for Concurrent Registration form, obtain the necessary signatures, and return the form to UIUC Registration Services. The Registrar’s office will submit the form to the appropriate College, where an advisor will verify that the student wishing to enroll in the class in question will have availability to register. The advisor will sign the Application for Concurrent Registration and will take the form to the front desk at EH206 for the form to be scanned and returned to Registration Services.

Deadlines for submitting the Application for Concurrent Registration:

- May 15th for summer term
- August 15th for fall term
- December 15th for spring term

Additional information regarding concurrent registration among the University of Illinois campuses may be obtained by contacting Registration Services by email at registration@illinois.edu.

Note: Chicago and Springfield students may not use the Concurrent Registration program for CITL delivered online courses.

Concurrent Enrollment with Parkland College

Students who wish to take classes at Parkland College may do so under the concurrent enrollment agreement with the University of Illinois.

Students are required to submit their academic history from Student Self-Service as a PDF to Parkland College. Student must also complete the appropriate concurrent enrollment form:

- U.S. resident students
- International students

As soon as Parkland grades are posted for the semester, students must request an official transcript be sent to Illinois according to the Transfer Credit instructions.

Students using financial aid may contact the Office of Student Financial Aid and must complete the application available at: Student Financial Aid Concurrent Enrollment Agreement.

Credit/No Credit Grading Option
Overview

Classes taken as credit/no credit (CR/NC) are not counted toward GPA, but they are included as part of total credit hours. The spirit of the credit/no credit option is to encourage students to explore subjects outside their major. In fact, the credit/no credit option is not allowed for courses that are required for a student's degree major or minor. Other requirements include that a maximum of 18 hours can be used toward the degree, and only two courses per semester can be CR/NC. Also, students who are on probation or who have a pending case in FAIR that has not been resolved may not take a course on a credit-no credit basis. Based on Section 3-105 of Student Code.

Courses that are eligible for credit/no credit option

- Free electives (unrestricted, but not technical electives)
- The remaining six hours of the eighteen hours of liberal education courses (beyond six hours of social and behavioral science and six hours of humanities and arts course work).
- First two levels of courses toward meeting Foreign Language/LOTE requirement (Note: This is because the LOTE requirement is for a "third level," not for three classes. A student is not required to take first or second level courses as prerequisites prior to taking the third level of a language.)
- Courses that students want to count for James Scholar requirements can NOT be taken as Credit/No Credit

Procedure

1. Student obtains and fills out the Office of the Registrar’s “Credit/No Credit Option” form, obtainable from the Registrar's website: https://registrar.illinois.edu/Media/Default/pdf/Credit_NoCredit_V2.pdf or from the front desk at 206 Engineering Hall.
2. Student goes to his/her department advisor for approval and signature on the form.
3. Student brings the “Credit/No Credit Option” form to the 206 EH reception desk before the half-way point of the course.
4. For the exact dates, check the calendar on the Registrar's webpage: https://registrar.illinois.edu/academic-calendars
5. The College of Engineering Undergraduate Programs Office Records Advisor receives the “Credit/No Credit Option” form and updates the credit/no credit status on the student's academic record.

Follow up

- A course taken as CR/NC follows the same dates and procedures for dropping the course as if the course had been taken for a grade.
- The credit-no credit option can also be reversed by using the “Credit/No Credit Option” form and procedural steps, which also must be completed before the half-way point of the course.
- The course instructor will maintain grade records as usual for all students and will report the letter grade. (The instructor is not aware of which students are taking a course as credit-no credit.) Following approval for the credit-no credit option, a student’s letter grade will automatically be converted to CR (credit) or NC (no credit) on the permanent record and may not be changed back to a letter grade.
- A grade of C- or higher must be earned in order for the student to receive credit (CR grade). A grade of D+ or lower will result in no credit (NC grade).

ENG 310

ENG 310 and Internships for undergraduate students:

Internships are a great way for students to apply what they are learning in class to a professional environment. International undergraduate students who are graduating and doing an internship after their graduation will apply for OPT via iStart, and do not register for ENG 310.

Special checklist for non international students ; Why should I Register for ENG 310? (coming soon)

ENG 310 (Internship Course) for College of Engineering Students - CPT approval for International Students:

REQUIRED STEPS TO DO AT LEAST 4 WEEKS BEFORE THE START OF THE INTERNSHIP SEMESTER (international students will allow additional time for visa compliance purpose):

What to do if the semester has already started? Check Late Registration

What to do if I no longer need ENG 310? Let us know here. F1 visa holders who have been approved for CPT must contact ISSS.

It is the student’s responsibility to check the rules before starting this process.

- **STEP 1**: Obtain the **Company Offer** Letter. Communicate with the company.
- **STEP 2**: Fill out the **Internship Compliance Form**. Check that your internship is compliant before continuing to STEP 3.
- **STEP 3**: Request the **Internship Compliance Approval** from your department.
- **STEP 4**: Register for **ENG 310** (no override necessary for engineering students so you can do this prior to approvals, and drop ENG 310 if not approved).
- **STEP 5**: (for F-1 visa holders only) Obtain the **CPT approval** via ISSS iStart.
- **STEP 6**: Complete the ENG 310 Class **Required Homework** assignments.
STEP 1 – Company Offer Letter

Communicate with the company. Provide company with our Template Letter Here. It is NOT mandatory that companies use our template, but it will greatly facilitate the verification process, and expedite the approval of your internship and the receiving of your Internship Compliance Approval (Easy_to_Retrieve information in the Offer Letter allows for a speedy process for all UofI staff).

STEP 2 - Internship Compliance

It is the student’s responsibility to check the rules before starting the process.

Checklist for Internship Compliance:

- You have a Company Offer Letter for an internship.
- The internship is relevant to your engineering degree and aligns with the skills you learned in your classes.

  **Timing of internship:**
  - You must have completed at least one year of academic work at the UofI prior to your internship.
  - Full time internships are not allowed during the graduating semester.
  - Part time internships during the graduating semester are only allowed if you are registered in classes fulfilling your degree requirements (*).

  **Part time/Full time - Academic coursework:**
  - During full time internships (more than 20 hours per week), students cannot take any other academic work than ENG 310.
  - During part time internships (between 8 and 20 hours per week), students must register for a minimum of 12 hours of classes during Fall or Spring (*).
  - During Fall/Spring City Scholars internships (20 hours per week), students must register for a minimum of 12 hours of classes (*).

  **Location of Internship:**
  - The only possible part time internships are either at the Research Park for any semester or as a City Scholar (with a participating company you have been matched to) for fall/spring semesters.
  - No virtual or remote internship will be approved. The internship must be at the company site. For City Scholars continuing as interns on campus, or other situations, discuss with ECS director Amy Fruehling.

  **Duration of Internship:**
  - Full time Internships must be at least 8 weeks for Summer and at least 10 weeks for Fall/Spring.
  - Full time Internships are not possible for the entire academic year (no consecutive Fall+Spring or Spring+Fall is possible).
  - Part time Internships must be at least 6 weeks for Summer and at least 8 weeks for Fall/Spring.
  - The internship cannot start before the last day of the prior academic semester and cannot end on or after the first day of instruction of the following academic semester. (**)

(* ) During your graduating semester, you may ask for underload if fewer than 12 hours are necessary to complete your degree requirements.

(**) Non International students do NOT need to register for ENG 310 in the summer if they are working; so any full time internship that starts in Spring must end by the first day of fall classes (i.e. not by the first day of summer).

Download the College of Engineering Internship Compliance Form for Undergraduate Students Here.

STEP 3 - Internship Compliance Approval from your department

It is the student’s responsibility to check the rules outlined in STEP 2 before continuing the process.

1. Request Approval via the online application that goes to your department- See Table Below. You will upload both your completed Internship Compliance Form and your Company Offer Letter. It is your responsibility to check that the Company Offer Letter contains all required information for the verification process (see Compliance Checklist). If not, departments will not be able to verify compliance.

<table>
<thead>
<tr>
<th>Apply here for ABE Students</th>
<th>Apply here for AERO Students</th>
<th>Apply here for BIOE Students</th>
<th>Apply here for CEE Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply here for CS Students</td>
<td>Apply here for ECE Students</td>
<td>Apply here for ISE Students</td>
<td>Apply here for MATSE Students</td>
</tr>
<tr>
<td>Apply here for MECHSE Students</td>
<td>Apply here for NPRE Students</td>
<td>Apply here for EPHYS Students</td>
<td></td>
</tr>
</tbody>
</table>

2. You then receive communication from your department within 5 business days with either:
- Approval: An Internship Compliance Approval Form sent as an attachment via email, or
- Resubmit Needed: An email stating that information is missing, and that you must resubmit a request with completed information, or
- Denial: An email stating that no Internship Compliance Approval can be provided (with explanation as to why).
STEP 4 – ENG 310

Which Section of ENG 310 should I register for?

- ENG 310 CS is for City Scholars only (these are part time internships with participating companies). Students take 12 hours minimum of classes.
- ENG 310 PT is for Part Time internships (not for City Scholars). Students must register for 12 hours minimum for fall or spring internships.
- ENG 310 FT is for Full Time internships. Students do NOT register for any other class.

Register for ENG 310 here. There is no override necessary to register for ENG 310 for engineering students (CS+X and LAS-PHYS email their UIN and desired Section of ENG 310 - engineering@illinois.edu with Subject “ENG 310 Override”).

The cost for ENG 310 FT is only a tuition of $200 plus Campus general fees—note that taking any other class will cancel this special cost. The College of Engineering sends a list after the 10th day of classes to the Registrar, for this special billing, and your billing will be adjusted. Non-International students might benefit from being registered in ENG 310 while doing a full time internship (as opposed to stepping out for one semester - not registering for ENG 310 FT), for Health insurance purpose, non interruption of studies for financial reasons (repayment of loans), etc.

Non-compliant students: It the student’s responsibility to check the rules before they register in ENG 310.

- Non-compliant international students will risk termination of their F-1 Visa.
- All international students must obtain an Internship Compliance Approval, register for ENG 310, and obtain a CPT Approval, while doing any internship.

The College of Engineering will regularly check and drop ENG 310 for all non-compliant students:

- 4 business days before the start of the semester.
- After the start of the semester with no possibility of cancelling registration (you will be assessed the normal fees for withdrawing from the semester if ENG 310 Section FT is your only class).
- After the 10th day of classes with no possibility of refunds, and immediate termination of F-1 Visa status for non-compliant international students.

STEP 5 - Special steps and checklist for international students- HIGHLY IMPORTANT

- Students with questions about CPT should discuss with ISSS Staff.
- Student holds an F-1 visa (absolutely no CPT or OPT can be approved for any other type of Visa).
- Student is “internship compliant” (has obtained their Internship Compliance Approval from their department). Termination of F-1 Visa will happen for students who are not compliant (non-compliant students will be dropped from ENG 310).
- Student is registered in (the correct section of) ENG 310 while doing their internship. Termination of F-1 Visa will happen for students who are not enrolled.
- Student makes a request for CPT/OPT via iStart: Go here for the iStart approval process.
- Student selects their departmental unit for CPT (e.g. “Engineering AERO – CPT only (undergraduate)”, “Engineering ABE – CPT only (undergraduate)”, “Engineering PHYS – CPT only (undergraduate)”)
- Student selects their college for OPT (i.e. “Engineering (undergraduate)”)

- Student must have an approved CPT I-20 in hand before starting to work

CHECKLIST FOR OPT ONLY - the complete OPT Compliance checklist consists of:

- Student has completed all the requirements of their engineering degree prior to their OPT internship.
- The OPT Internship that student is requesting approval for is for one year or less.
- Student has no more than 364 days of prior approved CPT full time.
- Student was concurrently registered in ENG 310 for all prior approved CPT internships.

STEP 6 - Completion of required work in ENG 310

To obtain a satisfactory (S) grade in ENG 310, all students must complete two required homework assignments:

- HW1 (by mid-semester at the very latest- we recommend completion of HW1 as soon as Class Starts): you will provide a short reflection, a paragraph or two, on what you expect to gain from your internship.
- HW2 (by the end of day on Reading Day-Absolutely no Extension possible): you will provide a short reflection, a paragraph or two, on what you learned from your internship.

Any missing homework assignment will result in an unsatisfactory (U) grade, and no possibility of making it up. Students with internships spanning over Spring+Summer or Summer+Fall will be required to complete the required HW for both ENG 310 classes they register for.
**IT IS AFTER THE START OF THE SEMESTER AND I NEED TO REGISTER FOR ENG 310; WHAT DO I DO?**

Students first make sure they comply with all the requirements of an internship/ENG 310 and then execute all required steps as outlined.

Adding ENG 310 **after the 10th day of classes** is only possible for Part Time Internships. Students will:

1. Request to add (the correct section CS or PT of) ENG 310 via the Add-Drop Portal in fall/spring or fill out a late Add Form in summer.
2. Attach their “Internship Compliance Approval” to the ADD ENG 310 form, in lieu of the required signature on the ADD ENG 310 form.
3. Go to see a college of engineering advisor in 206 Eng Hall for approval (City Scholars will email a request to engineering@illinois.edu by attaching their “Internship Compliance Approval”).

**Grade Replacement Request**

**Background:**

All undergraduate students can repeat courses and use the new grade to replace the grade they earned in the first attempt. The benefit to doing this is to recalculate the cumulative GPA; however, your transcript will still show that you have taken the course, and it will show the grade for each. For additional information, see the Registrar’s information on the Campus Grade Replacement Policy (https://registrar.illinois.edu/campus-grade-replacement).

The following are the guidelines in which students can Grade Replace:

- Students are restricted to 4 distinct courses, totaling no more than 10 credit hours during their undergraduate years at Illinois
- The first attempt at the course must be a C- or lower
- Students must not have had an officially reported academic integrity violation for the first attempt at the course
- Students must retake the course at UIUC in order for it to count for grade replacement
- Students can enroll in a GIS or NETMATH online section to replace an on-campus corresponding course grade
- Students must file their intent to use Grade Replacement according to the Campus Grade Replacement policy (https://registrar.illinois.edu/academic-calendars).

College of Engineering undergraduates can generally use an online portal to request that a current course be used for grade replacement. **Click here to go to the portal.** You must have already registered for the same course for which you want the grade to be replaced. The Grade Replacement portal opens on the first day of class and you are recommended to submit your grade replacement request as soon as you begin retaking the course. Please check the required dates and deadlines for grade replacement—**you must submit your request by the midpoint of the term in which you retake the class.**

Students will need to use the **campus-wide grade replacement form** for two situations:

- if you are grade replacing a POT A with POT B course in the same semester. NOTE: the student must clearly mark the paper form to indicate which was the POT A course and which was the POT B course.
- If you are grade replacing by using a NetMath or any other "term OCE 7" course that does not follow the usual academic semester or term dates

The “hard copy” form can be found online at https://www.registrar.illinois.edu/forms. Students may copy, sign, and submit the form to the UPO front desk at 206 EH, or blank forms are also available at the front desk.

Grade Replacement requests must be filed before the appropriate deadlines for ethical reasons. It is your responsibility to always check the deadlines which govern your academic life. Late requests to either file for or rescind Grade Replacement will not be accepted by the College of Engineering. **Deadlines are provided at the Registrar's website** https://registrar.illinois.edu/academic-calendars

If you previously requested that a course be used for grade replacement and you have changed your mind, you must visit 206 Engineering Hall in person to rescind your request by completing a form available at the front desk. Also, if you made changes to the course you will use for grade replacement (either dropped, changed sections, etc), visit 206 Engineering Hall to adjust your request accordingly.

**NOTE:** Grade Replacement is solely provided by the University of Illinois as a mechanism to recalculate your cumulative GPA. Your past academic history is not modified retroactively by grade replacement. In the case of academic probation decisions, the College of Engineering will consider carefully your performance in consecutive semesters on their individual merit. Do not assume that Grade Replacement is a tool to automatically erase all consequences of past poor performance! Example: a student fails a course and as a consequence the GPA is 1.75 for the semester. The following semester, the student retakes the failed course for grade replacement and passes, but the second semester's GPA is 1.82, still below 2.0 for the second consecutive time. Grade Replacement would effectively improve the GPA in the first semester to 2.02, however, the College of Engineering still considers the student eligible for academic drop because of sub-standard performance in two consecutive semesters. Grade Replacement affects the UIUC cumulative GPA, but nothing else!

The following FAQs provide some useful information on the grade replacement policy, which we have extracted from the **Student Code**.
What's the advantage of replacing a grade?

Grade replacement may improve your campus GPA. If you repeat a course and _don't_ request grade replacement, both grades are averaged into your GPA. If you _do_ request grade replacement, the first grade is excluded when computing your GPA. Both grades still appear on your transcript, with the first attempt marked as a grade that was replaced.

My GPA is not what I expected. When can I expect my GPA to be adjusted?

The grade replacement takes time to process. After final grades are submitted, the college and the Office of the Registrar must process grade replacements before they become effective. It normally takes 4-6 weeks after the semester is over for any changes to show up on a student's record.

How many courses can I use for grade replacement?

Up to four distinct courses, totaling no more than 10 semester hours.

Any other limitations on the courses?

To be used for grade replacement, a course must have been taken at the University of Illinois at Urbana-Champaign, your first grade must be a C- or lower, and you must not have an officially reported academic integrity violation for the first attempt.

I'm doing poorly in a course on my first attempt. Should I consider making sure that I have a C- or lower grade, so that I can repeat the course later for grade replacement?

It is never a good idea to do less than your best in a course. Even if you do repeat the course for grade replacement, both instances of the course grade will appear on your University of Illinois transcript. Be aware that every grade you earn can influence college decisions about your academic progress, how potential employers evaluate you, and your chances of getting into graduate school. You may want to check with all entities with whom you will share your transcript regarding how these outside entities may calculate your grade point average.

Suppose I want to re-take a course that doesn’t meet these criteria. Can I still do that?

Yes, you can always re-take a course and not use it for grade replacement (except that a few courses on campus may not be repeated). Then the standard policy applies, and both grades will be averaged into your GPA.

May I retake a course at another college or community college to replace a course grade from UIUC?

No. You must retake the course and file your intent to use the Campus Grade Replacement option at the UIUC campus.

I have already taken a course twice. Can I have the newer grade replace the older grade?

No. To use a course for grade replacement you must make that request by first half of the term in which the course is offered – the eighth week for a semester course and the fourth week for a half-semester course. Thus, you cannot use grades from completed courses to replace yet older grades. However, there is no limit on the date of your first attempt. For example, you could repeat a course in Fall 2018 and use it to replace a grade you had earned earlier, say in Fall 2016.

I failed a course, I took the course again for grade replacement and I failed a second time. How are the two F grades counted?

Both F grades are counted in the GPA, because a repeat F cannot replace any previous grade. Also, the hours will be deducted from your grade replacement allowance of 10 hours. As a further example, if you had gotten a D- and later an F in the same course taken for grade replacement, both the D- and the F would count in your GPA and the credit hours would be deducted from your grade replacement allowance. Obtaining two F's is no different, except that the D- would still count toward graduation. However, note that for certain courses a D- may not fulfill a necessary prerequisite fixed by your department or college. You cannot grade replace the same course a third time.

How do I actually request that a course be used for grade replacement?

If you are a College of Engineering student, go to the online portal using the link at the top of this page. Make sure you are already registered for the replacement course. You will log in using your NetID and your Active Directory (AD) password.

What if I request that a course be used for grade replacement, but then I change my mind?

If you change your mind before the first half of the term, you can cancel your request by going to your college office (206 Engineering Hall for College of Engineering students). You will probably be asked to fill out and sign a form canceling your request.

I took a course for grade replacement, but I failed it the second time. What happens now?

If you fail the course on the second attempt, both grades will be used when computing your GPA. You have also used up part of your 10 hours of grade replacement. If you passed the course the first time, you get to keep the passing grade.

I missed being on Dean's List in an earlier semester because of one bad grade. If I replace that grade will I then be on that earlier Dean's List?

No. Dean's List and certain other honors are based on semester GPA. If you subsequently replace one or more of those grades, the replacement affects your cumulative GPA, but your semester GPA is determined by the grades you earned in that semester. Using a Fall 2017 course to replace a Fall 2016 grade does not change your Fall 2016 GPA.

I'm still a bit unsure about declaring a course for grade replacement. Who should I talk to?
Your departmental advising office or your college advising office (206 Engineering Hall) are the best places to get advice on grade replacement.

Can a student opt to enroll in a GIS or NetMath section to replace the grade of a corresponding course originally taken in a classroom on campus?

Yes, the courses are equivalent. The policy specifies the 8-week deadline so as to be consistent with other academic deadlines, which may or may not apply to GIS or NetMath enrollments.

**Holds**

A **hold** on your record prevents you from registering for classes, adding or dropping classes, or changing class sections. If you encounter a hold unexpectedly, there is some issue that you need to take care of. Pay attention to the **type** of the hold; this will tell you who to see to resolve the issue and get the hold removed.

An **advising hold** (AH) may be placed on any student's record if Undergraduate Programs or your department finds it necessary to meet with the student regarding degree status and/or their academic program. If you have an advising hold, check first with your department advising office.

A **College Hold** (CH) **requires** that you meet with a dean in the Undergraduate Programs Office before making any change in your current course schedule or advance registering for the next semester. If you have a college hold, come to 206 Engineering Hall, 8:30 am to 4:30 pm Monday through Friday, or phone us at 217/333-2280.

**Holds** may also be placed by the Registrar's office for financial issues (unpaid bills) and other reasons.

**Overload or Underload Request**

Overloads (more than 18 hours or coursework in fall/spring and more than 9 hours in summer) and underloads (fewer than 12 hours in fall/spring) require college approval. All requests require careful review by engineering advising staff. Petitions for overload or underload are made by using an online web form, as detailed below, beginning during the 9th week of the previous semester and during preregistration.

Requests must be submitted to the College by the **appropriate deadline** to be considered:

- June 1st for both Summer and Fall terms.
- December 1st for Spring term.

Requests initiated after the above deadline will be done via the "Add/Drop" portal which opens on the 11th day of classes (fall and spring only).

**Overloads:**

For overload approval, we want to make sure that you can handle the coursework successfully. Factors taken into consideration include the number of credit hours requested and previous progress, including GPA. Grades from completion of at least one semester as an engineering student on campus are required.

**Winter term:** A maximum of one (1) online course may be taken over Winter term. Note that only online courses are offered over Winter term. No overload requests will be allowed.

Submit your request for approval of an overload by the deadline at: [go.illinois.edu/engineering_overload_request](http://go.illinois.edu/engineering_overload_request). Your petition for an overload will be reviewed on a rolling basis, and a response will be sent to you via email, typically after the previous semester's grades are available.

**PLEASE NOTE THE FOLLOWING:** If your request for credit hour overload is approved, you will be able to add the course requiring overload hours starting on the first day of classes. Therefore, you should plan your schedule accordingly, in case the additional course requested is no longer available at that time.

Also note: overload approvals do not obligate faculty or departments to provide overrides into closed sections/courses.
Underloads:

Underloads generally require a good reason, and are typically only approved for students in their final/graduating semester (must be on degree list) or students with DRES approval. To request approval for an underload, please submit your request at: go.illinois.edu/engineering_underload_request by the deadline. Underload approvals for students NOT on the degree list must be approved by a dean at 206 Engineering Hall and require documentation in support of an underload (e.g. from DRES).

Underload approvals for graduating seniors must be approved by a records advisor in 206 Engineering Hall who will verify via a graduation check. Your petition for an underload will be reviewed and a response sent to you via email, typically within three to four business days.

**PLEASE NOTE THE FOLLOWING:** International students must make their request for an underload to ISSS before submitting an underload request to the College of Engineering (access iStart here).

Also note:

1. Underload approvals will be pending that you pass all the classes you are registered for in the semester prior to the Underload Semester.
2. Underload approvals will not be granted for “graduating seniors” who are missing critical requirements that should have be completed by sophomore year (such as multiple proficiency exams for example; students will not be approved for underload and must simply register for sophomore classes they are missing).

Prerequisite and Concurrent/Credit Course Enrollment

In order to ensure that you are prepared to succeed in your courses, prerequisites and concurrent registration requirements will begin to be enforced for College of Engineering courses through the Enterprise/Self-Service System in addition to checks that your department conducts. Please note that this falls within the boundaries of the Student Code. Enforcement will start for a few courses offered in Spring 2019 with additional courses phased in across the College over the next few semesters. This phased rollout will give you time to work with your academic advisor to account for this change.

Attempts to register for courses without having met prerequisites will yield the following message “Course Prerequisite and/or Test Score Error –Contact Course Department”

<table>
<thead>
<tr>
<th>Registration Add Errors</th>
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<tbody>
<tr>
<td>Status</td>
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<tr>
<td>Course Prerequisite and/or Test Score Error - Contact Course Department</td>
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</tbody>
</table>

When using Classic Registration:

When using Enhanced Registration:

If you receive this message, first check Course Explorer (https://courses.illinois.edu/) to ensure you have satisfied the prerequisite(s) for taking the course. If you have not taken the prerequisite course(s), please contact your academic advisor in your home department to discuss an academic plan that will satisfy the prerequisite(s) in the upcoming semester. If you have satisfied the prerequisite(s), please complete the online form (https://go.engineering.illinois.edu/Prerequisite) to request an override. **You may only submit ONE course per request, but you may submit several requests for the same semester (i.e. don’t combine requests for ECE 206 and TAM 210 in one webtools submission; rather, submit a separate request for ECE 206 and a separate request for TAM 210).** Acceptable reasons to request an override include:

- Taking prerequisite course not at UIUC.
- Taking prerequisite course over winter OR summer break
- Already took the prerequisite course but it isn’t yet transferred or showing up in the UIUC system yet
- Received written curriculum modification approval for one or more of the selected course prerequisites from the offering department.
- Taking or already took prerequisite course while studying abroad.

Finally, if you are taking a course this semester, which is a prerequisite for a course you plan to take next semester, you will be allowed to register for that course. However, if you do not pass the prerequisite course this semester, you will be removed from the course in which you do not meet the prerequisites prior to the start of the semester. In the event you are removed from a prerequisite course, it is your responsibility to adjust your semester accordingly within the 10-day add-drop period at the beginning of the term, while maintaining at least 12 credit hours.

Phase 1
Beginning with registration for Spring 2019, the following courses will have prerequisites and concurrent registration enforced through Enterprise/Self-Service:

- BIOE 201, BIOE 202, BIOE 205, BIOE 206, BIOE 220, BIOE 302, BIOE 303, BIOE 310, BIOE 414, BIOE 415, BIOE 420, BIOE 435, BIOE 436, BIOE 476, BIOE 477, BIOE 479, BIOE 487
- ECE 210, ECE 220, ECE 313
- TAM 210, TAM 211, TAM 212, TAM 251, TAM 252

**Phase 2**

Beginning with registration for Fall 2019, the following courses will be added to the list of courses with prerequisites and concurrent registration enforced through Enterprise/Self-Service:

- AE 311, AE 321, AE 352
- BIOE 201, BIOE 202, BIOE 205, BIOE 206, BIOE 220, BIOE 302, BIOE 303, BIOE 310, BIOE 414, BIOE 415, BIOE 420, BIOE 435, BIOE 436, BIOE 476, BIOE 477, BIOE 479, BIOE 487
- CEE 201, CEE 202
- CS 126, CS 173, CS 225, CS 233, CS 241, CS 357, CS 361, and CS 374
- ECE 210, ECE 220, ECE 313, ECE 329, ECE 340, ECE 385, ECE 391
- PHYS 225, PHYS 325
- IE 300, IE 310, IE 370
- ME 200, ME 270, ME 370
- MSE 206, MSE 307
- NPRE 201, NPRE 247
- TAM 210, TAM 211, TAM 212, TAM 251, TAM 252, TAM 270

**Phase 3**

Beginning with registration for Spring 2020, the following courses will be added to the list of courses with prerequisites and concurrent registration enforced through Enterprise/Self-Service: Coming soon!

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**Transfer Credit**

Whether you came to Illinois as a transfer student, or simply took some college-level courses elsewhere that you would like to transfer for credit towards your degree, this is the page to read. The first step is to determine what course at Illinois is equivalent to the course you took, or want to take.

**Course with Pre-Defined Equivalents at Illinois**

Many courses at other colleges and universities have already been evaluated as equivalent to specific courses at Illinois. If your course is one of these, transferring the credit will be greatly simplified. To determine what Illinois courses are equivalent to courses at other institutions, use Transferology Lab (http://transferology.com/).

If your course has a suitable Illinois equivalent, proceed to "Actually Transferring the Course," below. If you are feeling confused or cannot find your course in u.select, contact the College of Engineering Undergraduate Programs Office in 206 Engineering Hall or via email at engineering@illinois.edu.

**Course Without Pre-Defined Illinois Equivalents**

To have coursework evaluated that has not been previously reviewed, please contact the Office of Undergraduate Admissions Course Articulation Unit at ouacoursearticulation@illinois.edu. With that campus unit, you can request to have coursework formally reviewed. The review process itself can as much as 8 weeks.

**Actually Transferring the Credit**

After you've completed the course: To have credit from another institution evaluated for transfer to Illinois, you'll need to submit a transcript from the transfer institution to our Office of the Registrar. Visit the Registrar's site for more information.

**Other Forms of Outside Credit Toward Degree Completion**

- **ICON (formerly Guided Individual Studies Courses)** The campus Office of Academic Outreach offers courses on-line or ICON (formerly GIS). These courses are self-paced and may be completed off campus.
- **Advanced Placement Information**
- **International Baccalaureate Information**
• Advanced Levels

Please contact the College of Engineering Undergraduate Programs Office at engineering@illinois.edu if you have questions.