

# MAE FAQ

## *Frequently Asked Questions*

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### Advising

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#### **Q) What is the difference between college and department advising?**

A) Each undergraduate student at UC San Diego has advisors in their academic department as well as in their college. MAE advisors are department specialists rather than generalists.

#### MAE Academic Advising

The MAE advisors help students with major curriculum planning, petitions for MAE coursework, department regulations, degree checks, etc. Department advisors can also refer students to faculty for advice on engineering specializations, technical electives and career options.

#### College Advising

College advisors assist students in understanding their GE and University graduation requirements. They can help students understand policy and procedures, develop personalized educational strategies, and serve as specialists in the college-specific general education requirements.

#### **Q) How do I make an appointment to meet with an MAE Academic Advisor?**

A) The MAE Undergraduate Student Advising Office does not schedule advising appointments but instead has walk-in advising only. Our advising hours are Monday-Friday from 9-11:30am & 1:30-3:30pm (closed Wednesday afternoons).

#### **Q) What are the HSS courses on my four-year plan?**

A) The HSS courses listed on your major curriculum are simply there to help you plan your college general education courses accordingly. Please see your college advisor for more information regarding your required GE courses.

#### **Q) Can I switch from my current college to another college?**

A) Yes, but only after you have completed your college's writing program and if you can demonstrate that switching to a different college will allow you to graduate in fewer academic quarters. In practice, the overwhelming majority of students are happy with their college assignment, even if it was not their first choice originally, and few students apply to switch. Please contact your college for more information.

### Academic History

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#### **Q) If I received AP credit for a lower-division math or science course required for my major, do I have to retake the course?**

A) No. If you received AP credit for a course, such as Math 20A or Physics 2A, you do not have to take the class again. We advise that you continue with the series as prescribed in your curriculum. Please double check with the respective department and make sure that you know which classes you are exempt from taking. Credit for Math 10A or Physics 1A is not the same as Math 20A or Physics 2A. Credit for Math 10A DOES NOT exempt you from Math 20A.

#### **Q) How do I determine if my major department has received my transcripts/AP scores?**

A) Your major department does not handle, receive or evaluate your transcripts. If you have questions about your transcripts or AP scores, please contact the Admissions Office. Otherwise, please keep checking to make sure that all courses you have taken at your previous community college/university have transferred in by checking your "Academic History" via [TritonLink](#).

# MAE FAQ

## *Frequently Asked Questions*

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### **Q) How will I know which courses have transferred to UCSD?**

A) The website [Assist.org](http://Assist.org) is a useful tool for determining transfer course equivalency. You can also check which of your transfer courses successfully transferred in by checking your "Academic History" or "Degree Audit" via [TritonLink](http://TritonLink).

### **Q) I took a course at my community college/university that is similar to a course at UCSD but it is not articulated on my Academic History. What do I do?**

A) Some engineering courses from a community college/university do not transfer. For MAE courses, you will have to petition the MAE Department requesting transfer course equivalency.

- **Check with [Assist.org](http://Assist.org)** to see if a course equivalency already exists for your course work. If so, you will not need to petition, but instead just let the advisors know.
- **Complete a petition including the UCSD course number** for which you think your course work is equivalent.
- **Provide documentation of course work**, e.g., a detailed syllabus, title of textbook, lecture notes, and exams.
- **Submit your petition to an MAE undergraduate advisor**

Your completed petition will be reviewed by an MAE faculty member for equivalencies. If it is determined to be equivalent, you will be notified and your Degree Audit will be updated to reflect equivalency. However, **you might still encounter registration problems** as the computer registration system may not recognize the articulation, even after your Degree Audit has been updated. If your equivalent course is a prerequisite, please come to the MAE Student Affairs Office to be cleared in the registration system a few days BEFORE your registration time. **DON'T WAIT UNTIL YOUR REGISTRATION DATE AS YOU MAY END UP ON A WAITLIST!**

The Undergraduate Petition Form can be found here: <http://registrar.ucsd.edu/forms/UNstudentpetition.pdf>

### **Q) My transfer academic history is incorrect on my Triton Link. Who should I speak to about correcting my academic information?**

A) Sometimes, transferable course numbers are listed incorrectly in the Academic History section in TritonLink. You will most likely run into this problem if you completed a series, such as the Physics series, at two or more community colleges.

An **MAE Advisor** can fix only MAE-transferable courses.

For math and science course corrections, please see that specific department. (E.g., For a Math course see the Math Department). An error like this will keep you from enrolling into other MAE courses.

## Enrollment

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### **Q) When can I enroll in classes? How do I enroll in my classes?**

A) Your enrollment time and date will be posted on your UCSD student portal. If you need help finding your registration time or need help with enrollment, please review the WebReg tutorial at: <http://registrar.ucsd.edu/studentlink/WebRegTriton.pdf>

### **Q) What is two-pass enrollment?**

# MAE FAQ

## *Frequently Asked Questions*

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A) The campus has a two-pass enrollment process for all undergraduate students that allows you to “pass” through the enrollment process twice before enrolling in your full course load for any given quarter.

**How the two-pass enrollment system works:** All students are assigned TWO enrollment times and dates appointments. Please check TritonLink for your enrollment times and dates.

### **FIRST PASS (48 hour window):**

- You may ENROLL in up to 11.5 units.
- You will be UNABLE TO WAITLIST in courses during the first pass.
- You will have 48 HOURS to complete your enrollment during the 1st pass.
- Students who do not enroll during their 1st pass appointment must WAIT UNTIL THE 2ND PASS to enroll.

### **SECOND PASS**

- You may ENROLL IN UP TO 19.5 units.
- You may WAITLIST for courses during the 2nd pass.
- Once your 2nd pass enrollment has started you can add classes until Week 2 of the quarter.

### **Q) How do I prioritize my enrollment?**

A) Many students are unsure about which courses to enroll in during their first pass. The following information is intended to offer some general guidance. During your first enrollment pass, it is recommended you prioritize your enrollment based on the following criteria:

- Courses required for your major.
- Courses that are prerequisites for courses you intend to take in subsequent quarters.
- Infrequently offered courses, such as those offered only once a year or in alternate academic years.
- Small courses with limited seats, such as labs, e.g., MAE 3, MAE 170, etc.

### **How to prepare for your enrollment appointment.**

1. Determine which courses you want to enroll in prior to your enrollment appointment.
2. Check to see that you have satisfied the necessary prerequisites to enroll.
3. Have back-up options in the event the course you want to take is full.
4. Speak with your department and college advisor prior to your enrollment time for further assistance.
5. If you petitioned for transfer equivalency with an MAE course and it is a prerequisite, please come to the MAE Student Affairs Office to be cleared in the registration system a few days BEFORE your registration time. Don't wait until your registration date as you may end up on a waitlist!

### **Q) What if the class I want to add is full?**

A) If a class you hope to add is full, add yourself to the waitlist during your second-pass enrollment period. Please note that you cannot waitlist for any course during your first pass. The waitlist sequence is first-come, first-served. Be sure to enroll during your appointment time! An automated computer program will move eligible students off the waitlists and into classes as seats become available. It will run nightly through the end of the second week of the quarter.

Keep in mind that classes fill up fast during the initial registration period. During the first week of the quarter, students will start to drop courses as they readjust their schedules, opening spaces in the courses. Once space is available, students will automatically be enrolled in the course.

### **Q) Are all MAE courses offered every quarter?"**

# MAE FAQ

## *Frequently Asked Questions*

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A) No. Some courses are offered only once a year. If you miss taking that course in the quarter that it's offered, you will have to wait a year to take it. A complete schedule of courses offered for this year is located both in the MAE lobby and on the MAE website at [mae.ucsd.edu](http://mae.ucsd.edu).

### **Q) TritonLink won't let me enroll in a class. It says I don't meet the prerequisites. What do I do?**

A) Contact the MAE Student Affairs Office if you're trying to enroll in an MAE course. If you have already fulfilled the prerequisites to the course but are still getting an error, we can rectify the situation. The MAE Department has a very strict prerequisite policy. A 3.0 GPA minimum will be required for all petitions requesting to enroll in a course without successfully completing its prerequisite/s with a grade of C- or better. Keep in mind that not all courses will allow you to enroll without a prerequisite so not every course can be petitioned.

### **Taking a prerequisite concurrently does not mean you have successfully completed the prerequisite.**

No requests to add senior classes without completing all prerequisites with a grade of "C-" or better will be considered, except under extraordinary personal circumstances (e.g. hospitalization), which prevented the student from adding or passing the corresponding prerequisites.

If you are trying to add a course in a different department, please see that specific department. (E.g., For a course in Computer Science and Engineering please contact the CSE Department).

## Impacted Major

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### **Q) What if I want to switch majors?**

A) If your desired major is not impacted, you can switch to that major on your student portal on TritonLink. **If you plan to switch to an impacted major, please contact that department for more information.** Once you change your major you must wait 3 weeks before you can change your major again. It is advised to contact the department you wish to switch to prior to switching.

### **Q) What is an Impacted Major?**

A) An impacted major is one in which demand for that major outweighs available resources to meet the demand. As of Fall 2009, Mechanical and Aerospace Engineering became impacted majors. As of Fall 2014, all engineering majors, including Environmental Engineering, became impacted. This means that students will have to apply to declare these majors and admission is not guaranteed.

### **Q) What if I want to switch into Mechanical, Aerospace, or Environmental Engineering?**

A) Currently, continuing UCSD students who wish to change into an MAE major must apply during an application period. Applications for MAE majors are accepted every June. Admission into the majors is based entirely on grades and is limited by the amount of space available, which varies every year.

Continuing students who wish to be considered must submit an online application during the application period and must meet the following minimum requirements:

1. Completed at least one year (three quarters) in residence at UCSD.
2. Completed all course requirements for the major (see below).
3. Have a minimum 2.5 GPA.

**Freshmen** have two chances to apply. They can first apply in spring quarter of their first year at UCSD. To be eligible to apply, they need to have completed the following courses:

MATH 20A-C  
PHYS 2A, 2B

# MAE FAQ

## *Frequently Asked Questions*

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### CHEM 6A

They can apply again in spring quarter of their second year at UCSD. To be eligible to apply, they need to have completed the following courses:

MATH 20A-F  
PHYS 2A, 2B, 2C and 2CL  
CHEM 6A  
MAE 8 (MATLAB)

**Transfers** have one chance to apply: spring quarter of their first year at UCSD. To be eligible to apply, they need to have completed the following courses:

MATH 20A-F  
PHYS 2A, 2B, 2C and 2CL  
CHEM 6A  
MAE 8 (MATLAB)

Applicants will be ranked by their UCSD GPA and the grades they received in the criterion courses. **Admission is based on available space** and meeting eligibility requirements does not guarantee admission. Students should be aware that applications will be evaluated based on academic excellence. Students who apply later than the final day of their sixth academic quarter at UCSD will not be considered.

**It is not advised that a student follow any impacted major curriculum. Deviation in ANY engineering major can delay your graduation by a year.**

## Other

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### Q) Which computer/ laptop should I buy?

A) Computer choice for students is a moving target, with the rapid changes in technology. The university provides computers in the labs and libraries but many students find benefits in having their own computers. Many students like the portability and long battery life of notebooks. These lower cost computers can run some engineering software such as Matlab, but they typically will not run Autodesk Inventor and ProE, which MAE students do use. One solution is to have both a notebook and a higher-powered laptop or desktop at home. One can use an Apple computer, but with a partition to run Windows programs, such as Inventor, ProE, and Labview. The computer requirements for Autodesk Inventor can be found at:

<http://www.autodesk.com/education/home>

### Q) Which engineering organizations can I get involved in as an engineering student?

A) Our engineering student organizations help students develop their leadership skills and connect with the Jacobs School community. Activities range from professional development and career networking to project teams, design competitions and K-12 outreach. For a list of engineering student organizations that you can be involved in please visit here:

[http://www.jacobsschool.ucsd.edu/student/student\\_involved/involved\\_org/](http://www.jacobsschool.ucsd.edu/student/student_involved/involved_org/)