

# ARCHITECTURAL ENGINEERING

## UNDERGRADUATE ADVISING AND CURRICULUM HANDBOOK

*Note: Additional advising documents may be found at*  
<http://durhamschool.unl.edu/academics/AE-undergraduate.shtml>

Revised: Spring 2011

---

The Architectural Engineering program does not assign specific advisors; students may sign up for pre-arranged advising times with any faculty member. The following instructions will guide you through the registration process.

- Step 1. The AE faculty will have scheduled time slots for student advising, beginning the week before registration starts until mid-November or mid-April. This schedule is typically posted next to the Durham School administrative technician's office, Ivy Miller, Room 103C Peter Kiewit Institute. Please sign up for an available time slot. If you are requesting advising at a later time, please contact Ms. Christine Warren (phone 554-3918) for assistance with scheduling an appointment with a faculty member.
- Step 2. Prior to your advising appointment, you must do all of the following:
- ❑ **Status Check** - Stop in Room 104B Peter Kiewit Institute to have a status check performed, which will be done by Brenda Painter or Associate Dean John Thorp. During this step, you will be given two sheets.
  - ❑ **Overrides** - The top sheet is the *College of Engineering Status Summary and Advisement Verification*. On the back of this form, you should fill out any pre-requisite overrides or excess credit over-rides that are indicated on the attached program of studies.
  - ❑ **Select courses** - The second sheet is the *College of Engineering Registration Advisement Record*, which you will fill out using the following process.
    - Use the AE course curriculum and the AE pre-requisite flowchart to determine the courses you should take. The most current versions are available at: <http://durhamschool.unl.edu/academics/AE-undergraduate.shtml> . If you are not sure, do the best you can, and come to the advising session with information for several course alternatives to discuss with the advisor.
    - Use MavLink on the internet to find the meeting time(s) and course ID for EACH course. You can get to MavLink from the students tab off of the main UNO web page (a computer will not be available during your advising session.)
    - Once you're satisfied with your schedule and class times, transfer the course ID, course title and credit hours to the *College of Engineering Registration Advisement Record*. Do not use a pencil; use a permanent pen. The AE program keeps this form – be sure to keep a copy of this information for yourself so you can register.

- Step 3. Meet with an advisor at your pre-arranged time. Failure to arrive without the following items will result in cancellation of your appointment, and your registration may be delayed.
- ❑ Both completed forms (*College of Engineering Status Summary and Advisement Verification* and *College of Engineering Registration Advisement Record*)
  - ❑ The attached copy of the AE curriculum with completed courses marked. This worksheet can also be accessed online if you lose yours.
  - ❑ Special items:
    - **Second semester:** You may not enroll in ARCH 1060 unless your degree program is Architectural Engineering (or Architecture).
    - **Fifth/sixth semester:** Students with more than 43 credits completed who wish to register for AE 3200, 3300, 3220, or 3100 must bring a completed “Application to Architectural Engineering” form to their appointment, if they have not previously done so. This form may be found on the AE webpage. Typically you will receive a letter indicating the outcome of your application from the faculty advisor.

If necessary, you and the advisor will revise the *College of Engineering Registration Advisement Record*. You will both sign in a couple of places to indicate your agreement on the course schedule. The AE program will keep the second form.

- Step 4. Return the top sheet to Room 104B Peter Kiewit Institute (Ms. Painter). If this form is not returned, you will not be able to register. The university needs this form on file before they will remove the advisor flag in the registration system.
- Step 5. Use MavLink to register. You will need your student identification number, PIN and course IDs. Detailed registration instructions are given on the internet. If you encounter problems, please see “What to do if you encounter problems” below.

### What to do if you encounter problems

The problems students are most likely to experience are related to prerequisites and over-rides, computer glitches, and full or conflicting courses.

**Pre-requisites and overrides:** Many courses have pre- or co-requisites or may be limited to students from a specific department. MavLink will prevent you from registering for these courses

unless you have met the prerequisites. MavLink will also prevent you from registering for more than 17 credits per semester without an override.

A few overrides are routinely given in the AE program. Be sure to fill these out on the appropriate advising form and obtain an advisor's signature. These are:

- **First Semester:** CIST 1400 requires a pre-requisite override, and may be taken without CIST 1404 as a co-requisite.
- **Third Semester:** ARCH 2100 (both lecture and lab) requires a pre-requisite override.
- **Third, Sixth, and Seventh Semesters:** The program calls for students to take 18 credits, so an excess credit override is required.

*What if I would like to request an over-ride not listed above?* All other requests for pre-requisite or closed course overrides must be approved and signed by the course instructor. Overrides of prerequisites for classes outside the College of Engineering can only be granted by the college offering the class in question. Closed class overrides can only be granted by the course instructor. This means you may need to obtain additional approvals on the *Prerequisite Override Permission (or Closed Class Override)*. If you don't know how to contact the course instructor, telephone the department in question and ask who will be teaching the course.

*What if the course I need is full?* You should choose another section if possible. If there is only one section of the course and it is required for the program, you should notify the AE program through the administrative assistant. In this case the class size may be expanded. Keep checking back with MavLink to see if space has opened up. This applies **only** to courses in the College of Engineering or Architecture.

*I cannot register for my Math, English or Chemistry class. Can you make this problem go away?* The Math, English, and Chemistry departments have placement tests that you must complete before registering. Call the testing center at 554-4800 to request an exam. Be aware that these are only offered at specified times, and that last minute scheduling can delay your ability to register for a course. Arrange to take these exams as soon as possible upon your arrival at the University.

*A course is unavailable and I need to make a minor change to my schedule. What should I do?* You may find out during the registration process that a course or section of a course that you wanted to take is unavailable. If this happens, you generally will not need to meet with an advisor to modify the agreed upon schedule. However, if you're not sure what to take then you should schedule another advising session.

*MavLink won't allow me to register for a course or courses and I'm not sure why.* First, you should check with Ms. Painter, to see if she knows the meaning of the message you are getting. Perhaps it is just a glitch in the system. If the problem is real, it will generally fall into one of the categories discussed above. If necessary, you may schedule another advising session. Please bring along as much information as you can.

*Two courses that are supposed to be taken concurrently in the AE program are offered at the same time. What should I do?* Occasionally, other departments will change the times their courses are offered without consulting us. If this happens, we can usually move the AE course to a different time. If you find you are in this situation, please take a second look and verify that the conflict really exists. You might ask another student in your classes if they are having the same problem. If this is the case, you should then contact the AE program through the administrative assistant to notify us of the problem. Check back with MavLink regularly until the problem is fixed. You will also likely be given updates via email or in your classes.

*I am an athlete and need to have forms completed early in the semester when there are no advising appointments. What should I do?* Please contact Ms. Christine Warren (phone 554-3918) for initial assistance.

*I have a question that has not been covered above!* Please contact Ms. Christine Warren (phone 554-3918) for initial assistance.

**Notes:**

1. Keep in mind that you are ultimately responsible for knowing the curriculum and completing the courses you need to graduate. Advisors are available to guide you and give advice, but you must **take responsibility for your own success**.
2. Following the **published program of studies** if you can is the best way to get through the program. This will ensure that course time conflicts don't occur and will help you to graduate on time. However, you must judge your own circumstances, your other responsibilities and your work schedule to develop a realistic course plan. If you do take a reduced credit load, you should use the **prerequisite flow chart** available on the AE website to avoid or minimize prerequisite problems or other adverse consequences.
3. Plan your schedule in advance and go through the advising and registration procedure as soon as possible. **Some courses fill up quickly**. If you put registration off you may not get into a class that you need. This could have serious and unfortunate consequences and could even delay your graduation.
4. **Keep a file with all of your academic records**. Update the file each semester with a signed copy of your latest *College of Engineering Registration Advisement Record*. This is a record that you and your advisor agreed to the listed courses. During your time at the university, there may be changes in the curriculum and/or faculty. While there should be continuity in the record keeping, it is safest if you also keep your own records.

Faculty in the AE program recognize that many students work part time while attending the University. We encourage students to obtain internships related to their coursework and we recognize that individual situations may require a wide range of working hours.

However, Architectural Engineering is a challenging program that requires approximately 3 hours of out of class work for each credit hour of in class work. We have found that the average student can manage the numbers of work hours and credit hours shown in the following table. Yes, there are a few excellent students who can perform adequately with more credit hours, but performance will generally suffer. Likewise, some students may need to work fewer hours than are shown below to perform well in school. We recommend that all students begin with the recommendations shown below. Other non-academic activities such as athletics or student organizations should be included in the count of “work hours”.

<b>Semester Time Load Chart</b>	
<b>Work hours per week</b>	<b>Credit hours per semester</b>
9	18
11	17
13	16
15	15
17	14
19	13
21	12
27	9
33	6
36	4
>39	3

University of Nebraska at Omaha Requirements:

- Total of 6 courses
- 3 courses in humanities and fine arts
- 3 courses in social and behavioral sciences
- 1 course with international focus
- 1 course in US Racial or Hispanic minority groups

Some courses that meet this requirement are also required for Architectural Engineering. Therefore, the following should be considered a guide to complete these requirements with the minimum total number of courses.

Humanities and fine arts:

1. ARCH 1060 – required for AE
2. ART 3780 – required for AE
3. ART 3770 – required for AE, also satisfies International Focus

Social and Behavioral Sciences:

1. PSYC 1010 and PSYC 4210 – required for AE lighting/electrical option
2. Two courses that satisfy the Social Science requirement (e.g. PSYC 1010, ECON 2200) – required for AE mechanical/acoustics option and structural option
3. One course that satisfies the Social Science requirement AND the US Racial and Hispanic minority groups requirement – required for all AE students (see below)

Note: The above represents the most efficient way to meet these requirements. Students who have not been following the AE curriculum or who have transfer credits may meet these requirements with more than 6 total courses. In that case, the list of courses must include all courses listed above as required for AE, in addition to meeting the requirements above. For example, if a student transfers into AE with BLST 1100 (a course that fulfills the Humanities and fine arts and US Racial and Hispanic minority groups requirement), then he/she still must take ARCH 1060, ART, 3780, and ART 3770. However, the third Social and Behavioral Sciences course from the list above could be chosen from the list of general social science requirements below, since the US Racial and Hispanic minority groups requirement is already met.

**Courses that satisfy social science and minority groups requirement (partial list):**

ANTH 3220 and 4220

BLST 1000, 1220, 1400, 1950, 2000, 2210, 2410, 2420, 2510, 3000, 3120, 3200, 3220, 3650, 4090

EDUC 2030

HIST 4400

LLS 1010

NAMS 1100

PSCI 3100, 3120

SOC 3900



# Architectural Engineering Course Substitution Form

Name: _____	SS#: _____
Major: _____	Phone: _____
Address: _____	Email: _____
_____	
_____	

Course already taken, and to be accepted as a substitute:	
Course Name: _____	
Course Number: _____	Credit Hours: _____
Course taken at: _____	
<small>Name of Institution</small>	

I have reviewed the syllabus and assignments for the above course, and the content is essentially equivalent to the following University of Nebraska Course:	
Course Name: _____	
Course Number: _____	Credit Hours: _____
Instructor's Approval: _____	_____
<small>Printed Name</small>	<small>Department/Program</small>
_____	_____
<small>Signature</small>	<small>Date</small>

Student's Signature: _____	_____
<small>Signature</small>	<small>Date</small>
Advisor's Approval: _____	_____
<small>Printed Name</small>	<small>Department/Program</small>
_____	_____
<small>Signature</small>	<small>Date</small>

This form may be copied, or additional forms may be obtained from the AE staff member.