

College of Engineering Frequently Asked Questions

Academic Advice

- 1. How do I get advising?**

Visit the Dean's Office and they will put you in touch with your academic advisor. While most advising sessions are done in the spring, you are able to make appointments year-round. For upper-year students contact your departmental academic program advisor for advice on the selection technical electives.
- 2. Who are the departmental program advisors?**

Contact the department office for up to date information.
- 3. Why do I need to get advising?**

An advisor can help you schedule your program, pick electives and resolve timetabling issues. You can also get a “grad check” in your final year to make sure you have all the courses necessary to graduate.
- 4. Can I take two courses in the same timetable slot?**

No, the College of Engineering never allows time conflicts for regular lecture/laboratory courses but an advisor might suggest some acceptable course substitutions to avoid the conflict. Time conflicts with design project courses that meet intermittently are usually permitted.
- 5. When do I have to choose my engineering discipline?**

This is done near the end of your first year in March. There is an online form where you select three choices. Your sessional average based on 24 or more credit units in the year you make your selections determines what disciplines you are offered. You are informed in June of your options.
- 6. What average do I need to be sure of my first choice?**

A sessional average greater than 70% will usually be good enough for even the most popular choices. You must get an average of at least 60% to remain in good standing in the College.
- 7. Am I guaranteed a place in an upper-year program if I meet the promotion standards in first-year?**

Yes. The college will make every effort to offer you one of your first three choices but a place will be found in one of the eight disciplines. To date all students have been placed in one of their three chosen disciplines.
- 8. Can I change my discipline?**

Up to early June you can freely change your choices online. After June some disciplines may be full and you may not be able to change after the offers have been made.

9. **How do I accept an offer of a place in a discipline?**
All offers are conditional on registration in the next session. You must be registered in 24 credit units by the end of July to secure your offer of a place. If you cannot register in 24 credit units, you should make sure that the Dean's Office is aware of your problem.
10. **I have an offer of a place in second-year but I want to take a year off, can I keep my place?**
Yes, but you must notify the college in writing of your intention. If you do not, you will be considered for a place only after the new batch of first-year students has been accommodated.
11. **What if I forget to make my three choices?**
After the offers are made in June, you go to the end of the line. You will be offered a discipline only if a place is available.
12. **Can I wait a year to try again for my first choice?**
Yes, but you cannot take courses again in Engineering to improve your average so it is unlikely that you will be successful. Also, first-time selections from the new first-year students will have priority.
13. **Can I register in upper-year courses in my first choice discipline and hope a place becomes available?**
No, permission to register is restricted to students who have been accepted into the discipline or students who have departmental permission to take a course as an elective.
14. **Can I be accepted into a discipline with a faculty action?**
Yes, you may be allowed to enter or continue in a discipline but the college has no obligation to offer you a place or allow you to continue in a discipline if you fail to meet the promotion/progression standards.
15. **Can I take courses if I am "Advised to Discontinue"?**
Yes, but you must repeat all the courses in which your mark was less than 60%.
16. **Can I take courses if I am "Required to Discontinue"?**
No, you cannot take courses in the College of Engineering for the next academic year. You may be able to enroll in another college but you risk losing your option to return to engineering after one year. Talk to an advisor in engineering before you register.
17. **Can I take courses if I am "Required to Withdraw"?**
No, you must withdraw permanently from the university. Talk to an advisor in engineering to review what action you might take to be considered for readmission at some future date.

- 18. What average is required to obtain a BE degree with Distinction?**
Students whose cumulative weighted average in courses taken at the University of Saskatchewan after first-year and credited towards the Bachelor of Engineering degree is 77% or over are awarded their degree with Distinction; those whose cumulative weighted average is 82% or over are awarded their degree with Great Distinction.
- 19. What do I do if I'm finding my course load too heavy?**
Talk to an advisor as soon as possible. An advisor will help you plan extending your program or tell you which courses you can drop with least disruption to your program.
- 20. My average for first term first-year was a little over 50%, can I bring it up to 60% in second term?**
It is possible but you will have to average 70% in second term. You should talk to an advisor and consider the “bailout” option available to engineering students. You can leave the college in December and try again the following September with a clean slate – your poor first-term grades will not be counted
- 21. I want to take advantage of the “bailout” but I passed some courses in first-term, will they count?**
If you take advantage of the “bailout”, when you return, you can count any course in which you got a grade of 60% or better.

Appeals

- 22. How do I appeal a grade?**
First discuss the problem with the instructor. If this doesn't resolve the problems, visit the Dean's Office for assistance. You have the option of a [Form A](#) appeal or a [Form B](#) appeal.
- 23. How do I appeal a fee?**
You will have to see Student Central to appeal a fee. They will have you fill out a [Fee Appeal Form](#).
- 24. How do I appeal a library fine?**
Ask to speak to the supervisor at the branch you borrowed the book from and they'll help you out.
- 25. Can I appeal a faculty action?**
Yes, you can appeal any administrative action of the College of Engineering by writing to the Undergraduate Administration Committee. Before submitting an appeal you should discuss your situation with an advisor in the college.

26. Can I appeal if I fail to get into my first choice discipline?

Yes, you can appeal any administrative action of the College of Engineering by writing to the Undergraduate Administration Committee. You will need a specific argument that applies uniquely to your case.

Note: Forgetting to make a selection, failing to receive email messages sent to your official university address or letters sent to the address you provided to the college/university and other similar miscommunication errors are not grounds for appeal.

Emergencies

27. What if someone I know dies?

The University offers a [Student Counselling](#) service. If you need more time for assignments, talk to your professor about deadline extensions. Make sure you tell an advisor in the Dean's Office. If a close relative dies immediately before or during the examination period you may request deferred examinations.

28. I'm sick and my exam is tomorrow/later today. What should I do?

Contact your professor and let them know that you won't be at the exam - they may opt to reschedule the exam for you informally. Go to a doctor as soon as possible and get a detailed note. Then, get an application for a deferred exam from the Dean's Office and follow the instructions provided.

29. What if I get sick during an exam?

Let your professor know that you are ill and ask them to not mark your exam paper. Remove yourself from the exam and get a detailed note from a doctor. If your professor does not reschedule the exam for you, get an application for a deferred exam from the Dean's Office and follow the instructions provided.

30. I've been accused of academic dishonesty by a professor and I don't believe I did anything wrong --what do I do?

Talk to one of the Assistant Deans and explain your situation. You can also get help through the student advocate in the USSU office.

Note: You are expected to have read the university policy on academic dishonesty – ignorance of the rules is not normally an acceptable defence. If you read the policy you will be able to avoid situations where there may be the potential for misunderstanding.

Examinations

31. How do I get an exam deferred?

Go to the Dean's Office to obtain the form and follow the instructions provided. You might be eligible for an exam for reasons such as illness, unavoidable personal circumstances that are outside of your control or other compassionate reasons.

32. Can I apply for a supplemental exam?

In Engineering you must have received a grade of 40% on the course to be eligible. You must obtain a final grade of 60% following the supplemental examination to receive credit. Some other conditions may apply.

33. How do I apply for a supplemental exam?

Go to the Dean's Office to find out if you are eligible. Forms are available.

Finances

34. Where can I get my student loans signed?

Student Central can sign for the institutional portion of your forms.

35. What's the difference between a scholarship and a bursary?

Scholarships are awards that are made on the basis of academic achievement although they may require you to satisfy some other conditions to be eligible. Bursaries are awarded on the basis of financial need although they may require a minimum level of academic achievement for eligibility.

36. Am I eligible for scholarships and bursaries?

To be eligible for most scholarships you need a sessional weighted average (SWA) greater than 70% (65% for a few bursaries) and you must be registered in 24 credit units in the previous and current session (on September 30).

37. What if I'm away on an EPIP work term?

You are not eligible in the year of your work term but you become eligible when you return. If you are an EPIP student the previous session registration requirement and SWA are based on the year before your work term.

38. How do I apply for scholarships and bursaries?

For most scholarships based on academic criteria alone you will automatically be considered. For awards with specific conditions you may have to submit a letter or provide financial information. This can now be done online. The form is usually available in June.

Registration

39. How do I register?

This is handled through PAWS. Go to your *Academics* tab and click on the *Student Services* link.

40. Where can I find a course calendar and registration guide?

The University course calendar can be found online [here](#). For a hard copy, stop by Student Central.

41. When I try to register, the computer won't let me?

First, make sure you are enrolling in the right course and section and that you have entered the course CRN correctly. If the course has a lab and or tutorial you must enter those CRN's at the same time.

42. What's a CRN?

The course reference number is a five-digit unique identifier for a particular component of a course (lecture, lab, tutorial, etc).

43. The computer still won't let me register – what now?

Call or email the Dean's Office with the CRN(s), the course designation (eg GE 110.3), term, section and the exact error message you received. You must also include your student number.

44. I missed the drop deadline, is there a way to avoid academic penalty?

The University may allow retroactive withdrawals (change of a failing mark to "withdraw") if there was a mistake in registration or if a student has experienced catastrophic personal circumstances during an academic term which prevented withdrawal by the usual deadlines. Discuss this with an advisor in the Dean's Office - the University will not grant such a change in an academic record for a term because you didn't know the drop date or didn't attend the class.

45. I accidentally registered in the wrong class/section. How do I transfer?

If the registration deadline has not passed, you can do this over PAWS by adding the new class or section and dropping the old one. If it is after the registration deadline, then go talk to Student Central or the Dean's Office for help.

46. What if I didn't realize it until the end of the term?

Since it will be after the registration deadline, talk to an advisor in the Dean's Office – as a last resort you can appeal to the Undergraduate Administration Committee.

47. I missed the registration deadline.

You can still register for classes, but you will need a [Late Enrolment Form](#). There will be a fee of \$35 per class. If you have a valid reason to do so, you can appeal the fee using the [Fee Appeal Form](#).

48. What is a faculty action?

A faculty action is an administrative warning that your academic progress is in some way unsatisfactory. In Engineering, you will be "Advised to Discontinue" (ATD) if your sessional weighted average is between 55% and 60% or if you have three or four failures in the session with an average greater than 60%. If your SWA is less than 55% or you have more than four failures in a session you will be "Required to Discontinue" for one year (RTD). If you receive a second faculty action (ATD or RTD) you will be "Required to Withdraw" permanently (RTW).

49. I'm returning after an RTD faculty action, do I need to reapply?

Yes, you are automatically accepted back after one year away from the university but if you have been subject to a faculty action you must reapply for admission as a returning student. If you enrolled in another college rather than discontinued, you may not be eligible to return. You should contact an advisor in the Dean's Office before you enroll in any university courses.

50. I have permission from the College to return after an RTW faculty action, do I need to reapply?

Yes, the college will notify Admissions that you have been reinstated but if you have been subject to a faculty action you must reapply for admission as a returning student. If you enrolled in another college rather than withdrew, you may not be eligible to return. You should contact an advisor in the Dean's Office before you enroll in any university courses.