This instrument is intended for communications with all AE students and prospective AE students utilizing the University database. Any student reached in error should check on e-Lion to verify his/her major status.

- Commencement Exercises
- Suggested Semester Schedules
- Advisors
- Petitions
- Reading your degree audit (New)
- Program Revision Reminders
- CE336/CE337
- Mgmt 326
- First, Second and Third Year Students
- If You Will Be a Second Year Student in the Fall
- If You Will Be a Third Year Student in the Fall
- If You Have Been Recently Admitted to AE through The Second Year Window
- If You Will be a Fourth Year Student in the Fall
- If You will be a Fifth Year Student in the Fall
- Current Fifth Year Students
- MAE/BAE Students
- Minors

COMMENCEMENT EXERCISES

If you are graduating this semester, congratulations! You must declare your intention to graduate on e-Lion. You should check the University web sites for the commencement ceremony information. The College of Engineering undergrad ceremony is typically on Friday night and the Graduate School ceremony on Sunday. If you are an IP student, you have two ceremonies and you have two sets of academic regalia to purchase. The gown colors are different; blue for undergrads and black for grads. The trim color on the hood is orange for Master of Architectural Engineering (all engineering). Don’t get the color for architecture (pink).

Since the commencement exercises have been moved to the last day of the finals period, the rule regarding participation has changed. Any student wishing to “walk” may do so. Students are provided a preprinted name card upon entering the floor of the Bryce Jordon Center on the day of commencement. When a student files an intent-to-graduate, the printing of the name card is triggered. Students should only file the intent if he/she expects to complete the degree that semester. Otherwise, much administrative work will be performed on the student’s behalf needlessly. Students in the “graduating class” not completing graduation requirements this semester, but wishing to walk in the spring commencement, should notify Prof. Ling of this wish. A name card can be made in advance for the student. Only students who intend to truly graduate will have their names printed on the commencement program. Again, much work goes into the progress of checking the names. Please, do not abuse the system.

Commencements and thesis banquet honor the achievements of the graduates. In an institution of higher learning steeped in traditions, certain decorum is expected. The commencement marshal will ask the audience to refrain from noise making. Please
advise your family and friends of this request in advance. It is not a sporting event. Planning ahead on how one might dress for the occasion is necessary. These occasions are meant to be respectful of the institution, the graduates, and other participants. The thesis banquet should be viewed as a business event, not a social event. Please plan accordingly.

**SUGGESTED SEMESTER SCHEDULE**
An effort is made each semester to provide a schedule of all required courses avoiding time conflicts. Course schedules are coordinated for the published patterns each semester. Students should refer to [http://www.engr.psu.edu/ae/advising/schedule.asp](http://www.engr.psu.edu/ae/advising/schedule.asp) for “suggested schedules”. **Student should follow the published schedule as much as possible to avoid future conflicts and to meet prerequisites.** It is the responsibility of out-of-sequence students to make their schedules work. Fall 2013 suggested schedules will be posted on March 1st.

**ADVISORS**
Each ENGAEE and AE student is assigned an AE advisor upon entering the major. Please get to know your advisor. The advisor list is posted online under “find your advisor” at [http://www.engr.psu.edu/ae/advising](http://www.engr.psu.edu/ae/advising). Students not yet in the major should consult the Engineering Advising Center at University Park or an advisor at their campus locations.

Starting 2011, 4th year students are reassigned to an advisor in his/her option. Current 4th year students have been assigned an option faculty as their advisor.

IP students are assigned an IP advisor upon entrance into the MAE program.

- Dr. Hanagan - Structural Option and Graduate Program Officer
- Dr. Srebric - Mechanical Option
- Dr. Mistrick - Lighting / Electrical Option
- Dr. Leicht – Construction Option

**PETITIONS**
Student taking courses not listed in the program or as approved department electives must process a petition in advance. Failure to do so can result in a course not being approved for your intended purposes. Please recognize that filing a petition means the student is asking for permission to deviate from the norm. Approval is not automatic. A secondary purpose of a petition is to make sure that an entry is made to the degree audit for courses not preprogrammed into the system. Course ending in 96 or 97 are typically in this category.

Students must have a signed petition prior to enrolling in any AE courses ending with 96, 97 or 98 (i.e. AE497, AE597) except the zero-credit AE497 for fifth year thesis. Not every course offered by the AE Department or an AE faculty is approved to meet degree requirements.

The following substitutions will no longer require a petition. We are working on making other petitions automatic.

- IE424 for Stat401
Art H 202 for Arch 211
CE397A as Geotech elective.

READING YOUR DEGREE AUDIT

Students should become familiar with the information available on the e-lion system. The system that tracks the student’s academic progress is particularly useful, but somewhat cumbersome. The Degree Audit program is over 20 years old and written in an archaic language. So be forgiving when you are using it. There are several glitches.

1. Students who do not yet have an option should select “other” under major, which will then ask for college, major and option. Select engineering, AE, and one of the options. Selecting “no-option” will result in an incomplete degree audit (i.e. none of the option-specific courses shows up).

2. When a student is assigned an option after the third year and a new template is used for the degree audit, some of the previously approved petitions may disappear. If you are sure a paper petition was filed, see Michelle Doerrler in 104 Engineering A. She will reenter your already approved petition once more.

2. Students in the Integrated Program will have a difficult time tracking their progress without using multiple documents. The GRC and IUP course designations cause unique issues. GRC means that the course will eventually only show up on the graduate transcript. IUP means that the course will eventually show on both the grad and undergrad transcript. (The Graduate School will transfer these credits when they work through the records each semester. So no telling when this might happen each semester.) The undergrad transcript of an IP student will be short 6 credits the way this system works. The Department will put a notation in the undergraduate transcript to account for having only 154 credits on the UG transcript. IP students need 172 total credits. As students progress through the IP program they can keep track by looking at the undergraduate degree audit, the graduate transcript (there is no working grad degree audit), and the IP program sheets all together. Good luck.

Program Revisions Reminders

- In 2010 several changes were made to the curriculum. These changes are being implemented as the process to make the changes official continues. AE 404 and AE 467- Both of these courses will become spring semester courses. They will not be offered fall semester 2011. The next offering will be spring 2012.

- CmpSC 200 - CmpSc 200 will be added in the 4th year of the AE curriculum for Lighting/Electrical, Mechanical and Construction options. While this is not yet official, the faculty encourages all students to incorporate this course into their plans. The Mechanical Engineering Department is adding CmpSc200 as prerequisite for ME320 and ME410. CmpSc 200 takes the place of a Department Elective. For Mechanical option students, CmpSC 200 takes the place of AE455 and AE455 will become a department elective on the student’s record.

- AE468 (temporary number AE498E) – This is a new advance building electrical engineering course which is a follow up course to AE467. L/E students should schedule this course in their 5th year fall semester, Fall 2012.

In order to make room for these changes, several other courses must be adjusted. See the new 5-year plan for the changes. The Department is planning to update all published information this year.
CE336+CE337 (If you need this course next semester)
Students registering for CE336 shall also register for CE337. Sections of CE337 will fill up very quickly as soon as the CE students with fewer credits than 4th year AE’s can register. AE students needing these courses typically have more credits and can schedule earlier. Please register as soon as you can. Once the sections are filled, there is nothing the AE Department can do.

MGMT 326
The Management Department has changed the enrollment of AE students in this course. AE students will be able to enroll in all sections including the sections controlled for Management Majors. CM students with 7th semester standing should have no problem scheduling this section as long as they schedule during their “first-available” time. Do not drop this course later. You will likely not to be able to get back in. Departments are sometimes forced to over-enroll a course. This is not obvious to the public. If a student drops a course under this scenario, that student will not be able to add back in (the course would still be over-subscribe without you).

FIRST, SECOND AND THIRD YEAR STUDENTS
By the time students can select an option at the end of the third year, they are expected to have completed all required courses up to that point. If a student is not on track, he/she will not be able to enter an option and should catch up in the summer. Not being on track causes problems in scheduling and the ability to make progress towards graduation. The Department will NOT accommodate scheduling conflicts in later semesters. The 5-year program has become more rigid as more courses are aligned perfectly in sequences and more courses are offered only once a year. Failing to make progress as outlined in the 5-year plan may very well mean extending a student’s studies to 6 years. Please check out course prerequisites early. Then, schedule accordingly.

IF YOU WILL BE A SECOND YEAR STUDENT IN THE FALL
Students choosing AE as their major will need to have all 4 Entrance-to-Major courses completed with a C or better and have a good cumulative GPA (above 3.0) by the end of this spring semester to be competitive. Completing the courses in the summer is too late. Students with the 4 ETM courses completed are selected in descending GPA order until we have selected 100 students. Students not offered admission after the first year will have one other opportunity to join the AE program. By completing all 4 Entrance-To-Majors courses with a least a C by the spring semester of the second year, and by having a 3.0 cumulative GPA by the end of FALL semester of the second year (the third semester), students can enter through the second year window. These students are expected to maintain the 3.0 GPA through the spring semester.

In the second year, these students should take all the non-major courses listed in the second and third year program. In the third year, they will take all the AE and Arch studio courses listed for 2nd and 3rd year. The schedules for students admitted through the second year window are presented in the suggested schedules for “5th or 6th Semester – Newcomers”, http://www.engr.psu.edu/ae/advising/schedule.asp Again, students must make every effort to stay on track (see previous paragraph).
First-year students should indicate AE as their first preference on e-Lion (when the announcement is made on e-News in the spring) if they wish to major in AE after the first year. This is the official application to the major. Students must reconfirm their choice of AE during their 2nd year. Students should declare AE as their first choice whether the ETM courses are completed or if the students have a 3.0 GPA. If the number of students interested in AE falls short, students with slight deficiencies may be considered.

Incoming second-year students will not be able to register the controlled courses until they receive the acceptance notice from the dean’s office about June 1st. Schedule non-major courses in advance. Just wait till June 1st to schedule the controlled courses. Everyone is in the same situation. The course control typically will be for AE and ENGAE status students only. “ENGAE” is the status given to admitted AE students in the second year.

University Park students can schedule Math, Physics and E Mch in advance.

First year students at a Commonwealth Campus should schedule for the fall as if they are staying at the Commonwealth Campus. This is a contingency plan. Students should explore the schedule for the fall at University Park. Once they receive the notice to join the AE program in June, they should activate their “change of location” at their current campus first. (They need to look into this and make all necessary arrangements before the summer.) As soon as the location is changed to UP, they will be able to register for University Park courses. We are hoping to have some seats in EMch211, Phys 212, and Phys213 held. Please notify Prof. Ling immediately in June at mosesling@psu.edu if you have trouble with getting into any course. There is no guarantee that we can get everyone into those courses, but we are willing to try.

Arch130A – Conflicts with this class should be avoided. You are expected to be in class for the entire time. Arch130A is taken in two consecutive semesters, in a fall–spring sequence.

AE221 and AE222 are co-requisites. Take them in the same semester. Students signed up for only one course will be disenrolled form that course.

If you are unable to schedule for ARCH130A or AE202 during the summer, please notify Prof. Ling mosesling@psu.edu.

All second year students have (5) 8:00 am classes. No way out of it. DO NOT skip AE202 or Arch 130A to sleep in. You will mess up your future schedules and perhaps be in school 6 years.

Commonwealth Campus students wishing to be in University Park the second year should have made on-campus housing arrangements at University Park. The Office of Housing and Food Services will not enforce the UP contract if a student is not able to enter the major. Entering a commercial lease takes on the risk that the contract is enforced regardless if the student moves to University Park. Any student accepted to University Park needing on-campus housing may contact Prof. Ling. Prof. Ling in June. He will attempt to intervene on these students' behalf, but again, there is no guarantee.
Act as promptly as you can after you receive your invitation to the AE major during the end of May/ beginning of June period. Prof. Ling will be unavailable after the middle of June. He is going to China with the study abroad group for two months.

**IF YOU WILL BE A THIRD YEAR IN THE FALL**
Schedule AE308 your third year fall semester. (CE340 is not an acceptable substitute for AE308.). Do not wait till a later semester. This is a critical course for subsequent structural courses.

In the 3rd year, students should complete AE308, AE309, AE310, AE311 and AE372. AE308, AE310, AE311 and AE372 are C-required courses. AE308 is offered in the fall semester only. AE309, AE310, AE311, and AE372 are offered only in the spring semester.

Pre-requisites for third year courses:
- EMCH211 and EMCH213 for AE308 (without the prerequisites, student will not be allowed to enroll in AE308).

**IF YOU HAVE BEEN RECENTLY ADMITTED TO AE THROUGH THE SECOND YEAR WINDOW**
Register for courses shown on the suggested schedule for “5th and 6th semester - new arrivals”. If you have not completed the other courses in the second and third year, consider taking these courses in the summer. Taking AE308 in the fall is absolutely required. By the end of the third year, you must be on track to declare an option.

ARCH130A must be taken in the fall and again in the spring as a two-course sequence for total of 6 credits. Do not postpone taking ARCH130A till the fourth year. You will have fourth year studio then.

**IF YOU WILL BE A 4TH YEAR IN THE FALL**
You are encouraged to take ARCH443 in the fall. There is a substantial course fee (in the range of $500). Students will be studying architecture for four days in Chicago.

Arch441 is scheduled for either MWF or TR afternoon. Most previous conflicts have been worked out. The course instructors are expecting that you are available for classes during all the scheduled hours.

**IF YOU WILL BE A 5TH YEAR STUDENT IN THE FALL**
All rising 5th year students should review his/her degree audit and make sure all graduation requirements are being met. Accomplishing this prior to the summer is a good idea. Please see your advisor to go over your degree audit if you have any doubt. BAE/MAE students essentially have accomplished this through the MAE program of study.

5th year students must take AE481W and AE482 in the fall and spring respectively. There is only one completion date for thesis, the presentation week in the spring semester. Students who fail to meet this deadline will return for spring semester the following year to repeat AE482. Please prepare your attitude and motivation for a year long process.
The prerequisite for AE481W is 5\textsuperscript{th} year standing in a student's option area. The course instructors and AE staff will be monitoring this requirement. Students unprepared will not be permitted to enroll in AE481W. Consult with option faculty and advisors if you are unsure of your standing.

**CURRENT FIFTH YEAR STUDENTS**
Check to see that you will have all the requirements lined up for graduation.

If you have any petitions, you must file them one semester prior to your graduation. The Dean will NOT consider petitions filed in your last semester! Don't wait. (Not every petition needs to go to the College, just those dealing with College requirements.) Check your degree audit. If things are not as you expect, you probably need to file a petition. See your advisor for advice. Forms are available from the AE office in 104 Engineering A.

**MAE/BAE STUDENTS**
You must follow your program of study filed when you applied for the program. Alterations to course selections and proposed schedule must be approved in advance.

Please keep track of your progress using information provided on the web page. The MAE degree audit is not yet working. Use the transcript to check. Make sure you will have taken every course on the BAE/MAE work sheet for your option. No course can double count on that list. (See "Reading the Degree Audit" in this document.)

**MINORS**
If you are getting a Minor, go to the department offering the minor and fill out the necessary paper work. Don’t wait till the last minute. You can miss getting the minor altogether if you are too late! Check your degree audit to make sure your minor is approved.

Students expecting to earn the Architectural Studies minor should check their Degree Audit. The Architecture Department has enrolled all previous Rome program participants in the minor. The Architecture Department staff is working on the course substitution.