

**Faculty of Engineering**  
**Undergraduate BEng / BSEng Admissions and Advising Procedures**  
**June 2, 2008**

This document outlines the admission and advising procedures for the Bachelor of Engineering (BEng) and Bachelor of Software Engineering (BSEng) programs in the Faculty of Engineering. Admission and advising for Bachelor of Science (Computer Science) programs is handled separately by UVic Undergraduate Admissions and the Department of Computer Science, respectively.

**Terms**

*Declared:* A student is declared if his/her Banner Record indicates that he/she is registered in either one of the following programs: Computer, Electrical, Mechanical, or Software Engineering. A student whose Banner Record does not indicate a designated program is *undeclared*.

*Program Office:* the office supporting the program

- Computer Engineering Program: Electrical and Computer Engineering Department Office
- Electrical Engineering Program: Electrical and Computer Engineering Department Office
- Mechanical Engineering Program: Mechanical Engineering Department Office
- Software Engineering Program: BSEng Office

*Program Based Advising:* Advising for declared students is performed by the Program Office; advising for undeclared students is performed by the BEng Office.

**Admission**

During the admission process, a student is considered undeclared. Therefore, advising is handled by the BEng Office.

Special case: a declared student requesting advice regarding transfer to another UVic program, in or outside the Faculty. Students will be advised by the BEng Office regarding such transfers.

**Transfer Credit Evaluation**

Most transfer credit evaluation occurs during the admissions process and is handled by the BEng Office. For students already registered at UVic, transfer credit requests must be made using the Transfer Credit Request Form which is filled out by the student.

For declared students, transfer credit advising is performed by the Program Office. Completed Transfer Credit Request Forms are forwarded by the Program Office to the BEng Office for processing. For undeclared students, transfer credit advising is handled entirely by the BEng Office.

### **Complementary Studies Course Approval**

Complementary studies course approval must be made using the Complementary Studies Course Approval Form which is filled out by the student.

For declared students, Complementary Studies course advising is performed by the Program Office. Completed Complementary Studies Course Approval Forms are forwarded by the Program Office to the BEng Office for processing. For undeclared students, Complementary Studies advising is handled by the BEng Office.

### **Supplemental and Deferred Examinations**

All supplemental and deferred exam requests are handled directly by the BEng Office.

### **Standing Review**

Standing review evaluation is performed by the BEng Office. Advising, however, is Program Based:

- Students in failed standing are automatically de-registered and are therefore not declared.
- Declared students on probation are advised by their Program Office.
- Undeclared students on probation are advised by the BEng Office.