How to Use the Program Planning Worksheets

General Notes:

This worksheet is meant to help you plan your courses for a BEng or BSEng over a five-year period. However, depending on course availability, and your academic time commitment, it may take longer to complete the program. If you are having problems scheduling your courses, please contact your advisor through the Engineering Undergraduate Office in EOW 206. Students are responsible for the completeness and accuracy of their registrations and for the completion of all program requirements as specified in the Calendar. Although every attempt has been made to ensure that the information on this worksheet is accurate, in the case of any discrepancy the Academic Calendar must be considered the definitive authority.

There is not room on the worksheet to include all courses which satisfy a particular requirement. Refer to the current Academic Calendar to see the complete lists: [http://web.uvic.ca/calendar2016-09/]. To find your program, select the yellow Undergraduate Programs tab, and then choose the Faculty from the drop-down menu on the left. Find the Department, and then the Program. A list of the courses offered at UVic is also available from the Courses tab at the top of the Calendar home page and follow the links to your course. Not all courses listed are offered every year or every term.

In most cases, information about course selection, registration or prerequisites is provided for all years as the BEng and BSEng curriculum is prescribed. You can also refer to their on-line CAPP degree reports.

Once you have completed a course, tick it off in the "Courses Taken" column. You can find a list of the courses you have taken at UVic, as well as a list of your transfer credit courses, by choosing "Administrative Transcript" on your "My Page". For requirements which offer a selection of courses, note the specific course you took.

Additional Information:

Academic Writing Requirement (AWR). The first year course ENGR 110 satisfies the AWR for BEng and BSEng programs. Students with transfer credit for ENGL 135 may register for ENGR 112 instead of ENGR 110.

Advising. If you wish to discuss your over-all degree requirements or to discuss specific course selection within the program, contact your undergraduate advisor in the Engineering Undergraduate Office, Room EOW 206 or see the website: [http://www.uvic.ca/engineering/prospective/undergrad/contact/]. For information on Grade Point Averages, see the website: [http://web.uvic.ca/~oar/undergrad/records/documents/gpa.html] or contact Record Services.

Course Level. Courses which begin with a "1" or a "2" (i.e. 101, 201) are referred to as introductory, first-year and second-year, 100- and 200-level or lower-level. Courses which begin with a "3" or a "4" (i.e. 301, 401) are referred to as advanced, third-year and fourth-year, 300- and 400-level or upper-level.
Graduation requirements.
- Minimum 60 units of coursework in total (30 units completed at UVic) to satisfy program requirements, often BEng and BSEng students need more than 60 units;
- 21 units at the 300- and/or 400-level (18 units completed at UVic);
- Successful completion of the full set of courses specified for the degree program as published in the Faculty of Engineering section of the calendar;
- Successful completion of four work terms (as defined by the student’s registered program);
- Academic Writing Requirement satisfied;
- A graduating grade point average of 2.0 (“C” average in all 300/400-level courses completed at UVic).

Residency Requirements. These are the minimum number of units that must be completed at UVic. Contact the Advising Centre for information on residency requirements other than those listed below if you plan to take courses at other colleges or universities as a visiting student from UVic. From UVic you must take at least:
- 30 units in total
- 18 units of upper-level coursework

Student Responsibility. Attend and submit work only for those courses in which you are registered. Always read course descriptions before you register, and pay attention to notes on mutually-exclusive and cross-listed courses (pairs of courses in which credit will be awarded for only one). Mutually exclusive courses are not always substitutes for published program requirements; questions should be directed to program advisors.

Questions? If you have any questions about the information on this sheet, or on the Program Planning Worksheet, let us know – we’ll be happy to clarify things for you! You can either come by the Engineering Undergraduate Office (EUO) in EOW 206 or drop us an email (engr@uvic.ca) and we’ll respond as quickly as we can.

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