



Faculty of Engineering | Engineering Undergraduate Office  
Engineering Office Wing, Room 206, PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada  
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## 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 Engineering Office Wing Room 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 enough 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/calendar2018-09/>. To find your program, select the Undergraduate Studies tab along the top of the page, and then choose the Faculty from the menu on the left of the Undergraduate Studies page. Select the Department and the Program Requirements will be displayed. A list of courses offered at UVic is also available from the Contents tab and then Courses of Instruction. Please note that 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 it off in the 'Courses Taken' column. You can find a list of courses you have taken at UVic, as well as a list of you 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 overall degree requirements or to discuss specific course selection within the program, contact your undergraduate advisor in the Engineering Undergraduate Office (Engineering Office Wing, Room 206) or see this link: <https://www.uvic.ca/engineering/faculty-staff/index.php> look under 'Faculty - Dean's office and support staff' drop down and within the 'Engineering Undergraduate Office' section.

For information on Grade Point Averages, please refer to this link:

<https://www.uvic.ca/current-students/home/academics/grades/index.php> or contact the Office of the Registrar: <https://www.uvic.ca/registrar/students/contact/index.php>.



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### 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 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 Engineering Undergraduate Office for information on residency requirements other than those listed below if you plan to take courses at other post-secondary institutions 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 your 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 the Engineering Undergraduate Office.

### Questions

If you have any questions about the information on this sheet, or on the Program Planning Worksheet, please 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 ([enr@uvic.ca](mailto:enr@uvic.ca)) and we'll respond as quickly as we can.