

Frequently Asked Questions

1. Requirements:

- **What are pre-reqs and Co-Req's?**
 - Pre-Req means that the course listed must have C or better (pre-req is a class that must be taken and passed before taking another class). Co-req. is a class that must be taken along with another class (it could be taken and passed before hand).
- **What are the general requirements for classes?**
 - All lower division engineering, math, and science must have a C or better
 - English 111 and Math 115 (or higher) must be completed before 300 level classes taken
 - Need 132 credits to graduate; 45 credits must be 300 or above
- **When do I need a record check?**
 - Record checks: You will be required to have at least 2 record checks (one when you take EE 311, and one when you take your capstone). You can request one anytime you'd like. It allows you to see what classes you have credit for and what you have left to take. We have a local record check available from the undergraduate advisor, or the DARS or STAR degree audit system (available online at my.nmsu)
- **How do I pick a catalog year?**
 - Your catalog is usually the one in effect when you started college. The catalog years are given indicating the fall semester and spring semester. If you start in the summer, you go with that fall semester catalog.
 - Catalogs can not be more than 6 years old. So if you started college more than six years ago, you'll need to select another catalog.
 - If you like a newer catalog, you can always change to a more recent catalog than the one you started with. Students should pick a catalog that works best for what they are taking.
- **I'm not doing in well in my classes and I need to drop some, but I'll be below full time and I need to keep my scholarship – What do I do?**
 - It's always best not to get into this situation. So try to budget your time, get help when you need help – before you get into this kind of trouble.
 - NMSU does offer mid-semester classes. The best place to find these is on my.nmsu under registration/look up classes. When you look up classes, you can specify options – like main campus or branch campus classes, traditional classes or web based classes, you can even specify if you want the class for the entire semester, first 8 weeks, or second 8 weeks. If you're looking for classes to take at the mid-semester time, you need the second 8 week classes. If you select that, and highlight all the course subjects, the system will return the classes that are offered for the second half of the semester.
 - Once you find the class you want (and if it is not closed), you can register for it online. You would then be able to drop the class that you “need” to and still be full time.

2. Options:

- **How does Replacement of grades work?**
 - Any class can be re-taken. If a D or F was received the course can be re-taken and the D or F replaced until a C or higher is received. The first grade of C or higher will be the grade included in the GPA.
- **When can I take a class S/U and which classes can I take S/U?**
 - A student must have 28 or more graded credits and a 2.5 or higher GPA in order to take a class S/U. In the BSEE requirement document handout (Table 1) indicates which classes can be taken S/U. For EE's this is will the Social and Behavioral Sciences Electives, the

Humanities and Fine Arts Electives, Viewing a wider world classes, or other classes that don't count for the degree.

- **How can I graduate with honors?**
 - To graduate with honors from the Honors College a student needs: 18 honor credits, 9 lower division, 6 upper div, and 3 credits of honors thesis, and a 3.5 or higher GPA. Alternatively, the student could be the top student in the college of engineering.
- **How do I become a Crimson scholar?**
 - An incoming first time student needs a 26 or higher composite ACT, and then will need to maintain a 3.5 GPA. Perks: you get to register first, may qualify for jobs on campus, can check out library books for a longer time.
 - For continuing students, you need a 3.5 GPA.
 - Students who qualify need to apply online. See the Crimson Scholars page online
- **How do I get a minor and what minors can I get?**
 - Some of the common minors are: Math, CS, Physics, business. See the section under degrees for more information on what is required.
 - The NMSU Undergraduate Catalog lists all of the available majors and minors at NMSU.
 - Once you know what minor you'd like, you need to talk to that department and be sure you're following the current requirements, and fill out any needed paperwork or certification they want you to complete.
- **How do I find out about Co-Op and Internships and what are they?**
 - A co-op is when you work for a company for a semester and a summer. It really gives you a chance to get into a project.
 - Internships are working for just a summer.
 - Both allow you to earn some good money, and get some excellent experience and make contacts. It will also help you to decide if you like the area you're working in.
 - Students can earn up to 3 credits of Technical elective for internships or Co-Ops. If you want to get this credit you need to start working on the paperwork before you go on the Co-op or Internship. The form is posted online.
 - If you visit the fall or spring Career Fairs, you can meet the various companies and make contacts for jobs, Co-Ops, and internships.
 - NMSU has information about Co-Ops and internships on the Career Services website.
- **How do I get a Scholarship or find out about scholarships?**
 - There are several sites to check out. The College of Engineering has its own site and students should apply online yearly.
 - Check out the EE information under financial aid.
 - The University also has information – see their website.
 - Students should plan on filling out your FAFSA each year.
 - Requirements vary for each scholarship, so be sure to read the information carefully
- **How can I succeed in college?**
 - Come to class (on time); put in time; work at it
 - Time management
 - Watch out for freedom overload – be careful. It is easy to get behind.
 - Study time/credits 3 to 4 hours for each 1 hour of in class time
 - Get Involved – student professional organizations, clubs, study groups
 - Get help when you need it. There are lots of ways to get help: Talk with your instructor, your advisor, other students, counseling center, and student success center. Get tutoring. Form study groups.

3. Upper-classman Information:

- **What is the FE Exam and should I take it?**
 - The FE exam is the first step toward getting your professional engineering license. Traditionally most EE's haven't needed it, but more companies are looking for it. Once you pass the FE, you would work for a few years, and then take the PE exam. When you pass that you'll have your engineering license.
 - A review for the FE (Fundamentals of Engineering) Exam is offered each semester. It covers the different areas of engineering, physics, and math. EE's are not required to take it, but if you think you may be running your own engineering company or will be working for a power company, it is highly recommended
- **Can I take Graduate Courses as an undergraduate for undergraduate credit?**
 - Undergraduates who wish to enroll in a graduate-level course numbered 500 or higher for undergraduate credit must secure prior written permission from the instructor and course dean. Enrollment is by petition only and is limited to outstanding juniors and seniors.
- **Can I take Graduate Courses for graduate credit while still an undergraduate?**
 - A student who is in the final semester of a bachelor's degree program and who is completing all requirements for graduation may take up to 6 credits of graduate-level courses numbered from 450 through 598 for credit toward an advanced degree.
 - The student must also: (1) file an Application for Admission to the Graduate School and be admitted by a department into a graduate program; (2) have a grade-point average of 3.0 or better over the most recent semesters in which the last 45 semester hours were completed; (3) file a petition for each course by the deadline to add courses for the semester in which the course was taken; (4) obtain approval by the instructor, department head, and undergraduate dean; and (5) register for the course at the Graduate School. The combined total of graduate and undergraduate courses for the semester may not exceed 17 credits. Senior petitioners should consult an admission representative at the Graduate School.
 - If the student is not admitted into a graduate program, the course(s) will remain separate from the undergraduate record. If the student is admitted into a graduate program, the course(s) will become part of the graduate record and will not be used in the calculation of the student's undergraduate grade-point average or credit hours
- **Can I take graduate courses and have it count for my BSEE and MSEE? (This is the BS/MS Program)**
 - The combined BS/MS program is designed to provide a means for top ECE undergraduates to obtain a BSEE and MSEE with 152 credit hours of coursework (normally: B.S. = 128 hours, M.S. = 30 hours; total = 158 hours). Students electing to utilize this option will follow the existing undergraduate curriculum for the first seven semesters. In the final undergraduate semester, two graduate courses (> 450 level) will be taken in lieu of two ECE electives listed in the undergraduate curriculum. The student receives a BSEE degree at this point. A packet with more information and a sample degree program is available online.

4. Department Questions

- **When is the EE office open and where is it?**
 - The main office is in T&B 106.
 - Hours 8AM – noon; 1PM – 5PM
 - Monday-Friday when NMSU is open

- **Where do I get my lab kit?**
 - Lab kits, or parts required for lab are available for purchase from the EE office (T&B 106)
 - 1PM – 5PM Monday – Thursday
- **Can I get keys to any of the rooms?**
 - Keys will only be checked out with an EE faculty request for the keys
 - A key costs \$20 for up to 4 keys.
 - Key checkout is 1PM-5PM Monday-Thursday
- **I want to print out material on the department printer in the lab. How do I do this?**
 - In the EE labs, students are allowed to print out whatever they want, they just need to supply the paper. Students will need to log onto the EE computers with a user name and password (the first time you log on, use your NMSU user name, and banner number. Then you can reset your password).
- **I need to make copies. Where and how much?**
 - A student copy machine is available in the EE office
 - \$0.10 per copy (page)
- **I need to send a fax. Where and how much?**
 - The department office can send a fax
 - \$1.00 per page.
- **Where can I get some paper?**
 - Reams of paper are available from the EE office.
 - \$5 per ream of paper.
- **Where are the departmental computers?**
 - The Klipsch School has computers available for our students in Thomas & Brown Hall room 202, 206, and 305.
 - These computers are under the engineering domain. These computers are also used for EE labs. When they are not in use for labs, they are available for student use.
- **Can I access the internet and use my own computer?**
 - Thomas & Brown Hall is equipped with wireless internet. To use the internet, you'll need to register your computer with NMSU (at the ICT center - computer center). This can be done online, and once done, you can access the internet throughout the building.