

## Capstone Design I – Enrollment Request

**STEP 1: CHECK your ADVISEMENT REPORT on PeopleSoft to view completed courses**

(UH Access → My UH Self Service → Student Center → My Academics → View My Advisement Report)

- Review Advisement Report & Flowchart to audit degree progress.
- The Advisement Report serves to understand which credits are satisfied. No need to focus so much about how they fall in place of categories as this can be caused by computer errors. The most important is knowing what credits you have already completed.
- Any “**unfulfilled**” courses are expected to fall into your remaining semester schedule plans.
- **PROVIDE GENERAL PETITIONS showing proof of substitutions. REMEMBER: Any deviation from your degree plan and/or petition will not reflect your advisement report.**

**STEP 2: CREATE SEMESTER SCHEDULE PLAN**

Know your remaining degree requirements and plan them out.

YOU MUST CHECK THE [UH COURSE CATALOG](#) & [ECE FUTURE COURSE OFFERINGS](#) WHEN PLANNING

**NOTE:** 4335 & 4336 should be taken consecutively, with no long semesters between them.

### SEMESTER SCHEDULE PLAN

The sheet is used to show me your remaining credits outlined in your final 2 semesters and to communicate important comments/notes I should be aware.

Example of Semester Schedule Plan:

Name (Last, First)	PSID#	Major - Subplan - Catalog Year (Flowchart)	Bolded = Concentration Requirement				Complete
			Concentration (7)	ECE Elec (2)	ECE Lab (4)	Tech Elec (1)	
Knowles, Beyonce	9041984	Power - 2016	<b>3318</b>	5335	5115	MATH 4364	
			<b>3364</b>	5357			
Spring 2021	Summer 2021	Fall 2021	<b>4363</b>		<b>4113</b>		
4335		4336	<b>5377</b>		<b>5197 (Power System)</b>		
5377		3318	<b>5380</b>		5180		
5388		5357	<b>4375</b>		4115		
5335/5115		MATH 4364	5388				
4363/4113							
<b>17 hours</b>		<b>12 hours</b>					
Comments:	I need to discuss my 17 hour semester with Dr. Trombetta. I attached the approved general petition for MATH 4364 substituting my technical elective.						

**STEP 3:** UPLOAD all significant documents using this **Microsoft Form**.

**Files saved as: Last, First, PSID, Doc Name**

Examples: (Knowles, Beyonce, 1234567, Schedule Planner)

(Knowles, Beyonce, 1234567, GP\_Elec Substitution)

- Semester Schedule Plan
- Degree Plan (if applicable)
- Petition (if applicable)

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**Student Responsibilities/ To Do List:**

\_\_\_\_\_ Need transfer credits to post: submit &/or follow-up with Registration & Academic Records

\_\_\_\_\_ Contact University Testing Services regarding test credits (AP/CLEP)

\_\_\_\_\_ To petition classes to substitute for a particular course submit a transfer or general petition form

\_\_\_\_\_ To remove minor submit a general petition form.

\_\_\_\_\_ Apply for graduation in Fall 2022 through PeopleSoft by deadline (Use Current Academic Calendar)

**Transfer Cap:** The maximum number of lower-level hours you can transfer to UH from ANY institution is 66 credit hours towards your degree.

**30 Hour Rule (UH Residency):** The last 30 hours prior to graduation must be completed at UH with no dual enrollment (being enrolled at UH & another school at the same time) and no new transfer credits!

**The "W" Policy (Withdrawals):** Effective Fall 2007, student may only withdraw from a max of 6 classes during their college career (this includes UH and transfer courses). Any withdrawals thereafter will automatically be turned into "F". No petitions for grade changes will be accepted. The "F" is final.

**Hours Needed to Degree:** Students must complete a *minimum* of **129** hours of coursework in order to obtain a Bachelor's in ECE. Remedial and Repeated Courses will not be counted towards the hours needed for degree.

**\*Applying for Graduation:** You must apply for graduation online at the beginning of the semester you intend on graduating. If you are disapproved for graduation, you will need to re-apply for graduation the following term.

