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Section 1: Introduction

Welcome to UB! We are very excited that you are here to learn about civil engineering, UB, and our country. We look forward to learning from you as well.

To navigate the path to graduation, you must succeed in the classroom and understand the rules of the university. At UB, all students are responsible for understanding university regulations. Recognize that the rules at UB are often very different from those at ITU. 

You must master both the Turkish and US higher education systems.

The purpose of this handbook is to help you succeed academically. In this handbook you will find the requirements for graduation, information on the School of Engineering and Applied Sciences (SEAS) academic review, a list of the most important academic policies, some tips for academic success at UB, advice for what to do if you have academic problems, and a list of people who can help you.

Please read this handbook thoroughly and refer to it often. Remember that we are here to help in your transition to UB. Let us know how we can help you become a UB graduate.

Christine Human, PhD, Associate Dean for Accreditation and Student Affairs, Academic Coordinator for Dual Diploma Program

Éva McGovern, Civil Engineering Undergraduate Academic Coordinator
Section 2: Civil Engineering Curriculum

In Fall 2016, the new UB Curriculum (UBs signature general education program) and a new civil engineering curriculum were implemented. Students starting their sophomore year at UB Fall 2017 or after must therefore follow the new curriculum requirements.

A semester-by-semester course schedule is given below showing the courses that you will be taking over the next three years.

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<tr>
<th>ITU SEMESTER-BY-SEMESTER COURSE SCHEDULE</th>
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<td><strong>FIRST YEAR (completed at ITU)</strong></td>
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<td><strong>THIRD YEAR (Taken at ITU, AY 2019-2020)</strong></td>
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<td>EAS 360</td>
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Our flowsheets show all the courses required to complete your program. Electronic flowsheets can be found on the SEAS website http://engineering.buffalo.edu/home/academics/undergrad/advisement/flowsheets.html. The flowsheet indicates the course co-requisites (pink), pre-requisites (yellow), and post-requisite sequence (green). The screen capture below shows the pre-requisites and post-requisite structure for EAS209, obtained by placing your cursor over EA209. This tool will help you understand the significance of a particular course in the curriculum. Note that pre-requisites and co-requisites are strictly enforced both here and at ITU.
What courses will I take in my first semester at UB?

All students will take the following five courses.

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<tr>
<th>COURSES DURING FIRST UB SEMESTER</th>
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<tr>
<td>EAS 198</td>
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<td>EAS 230</td>
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**EAS 198 UB Seminar:** Essential to the UB Curriculum, this 1-credit Seminar helps transition to UB through an early connection to UB faculty and the undergraduate experience at a comprehensive, research university. **This course is a controlled enrollment (impacted) course.** Students who have previously attempted the course and received a grade of F or R may not be able to repeat the course during the fall or spring semester.

**EAS 230 Engineering Computations:** This is a first course in computer programming that develops programming concepts using MATLAB with application to engineering problems. Topics include data structures, arithmetic expressions, I/O, plotting, branching and loop structures, debugging, and user-defined functions. These concepts will be illustrated and emphasized through applications in chemical process mass balances, transport processes, truss structures, data fitting, principal component analysis in fluid and solid mechanics, and modal analysis in dynamics.

**EAS 207 LR Statics:** Applies mechanics to studying static equilibrium of rigid and elastic bodies. Topics include composition and resolution of forces, moments and couple, equivalent force systems, free-body diagrams, equilibrium of particles and rigid bodies, forces in trusses and beams, friction forces, first and second moments of area, moments and product of inertia, and methods of virtual work and total potential energy.

**ENG 105 LEC Writing and Rhetoric:** An introduction to research, writing, and rhetorical practices employed in academic and professional contexts. The course examines the operation of genres, the audiences they address, and the purposes they serve. The course focuses on the analysis and development of student writing and rhetorical practice. Assignments include research essays, digital compositions, and oral presentations. This course is a controlled enrollment (impacted) course. Students who have previously attempted the course and received a grade other than W may repeat the course in the summer or winter; or only in the fall or spring semester with a petition to the College of Arts and Sciences Deans' Office.

Placement into the first English course depends on your TOEFL, iBT, PBT, or IELTS score. Many students will be placed into ENG 105Z. These are special sections of ENG 105 taught by English as a second language instructors. Note that ENG 105 is a degree requirement.
**CIE 177LLB Civil Engineering CAD:** The purpose of this course is to familiarize students with a Civil Engineering CAD software platform (Autodesk Revit Structure) and reading civil based drawings. Students will also develop a skill to visualize 3D terrains and 3D objects from their 2D projections in order to "think in 3D" about objects in space. One formal lecture per week, focused on civil and environmental engineering applications of the software is given. This is supplemented by multiple tutorials written for the software. Students will be required to complete the tutorials in recitation and on their own time and submit a copy of completed tutorials by the due date.

**Thematic Pathway**

To graduate from UB all students must complete all UB Curriculum requirements, this includes a global and a thematic pathway. To learn more about the pathways go to: [https://www.buffalo.edu/ubcurriculum/pathways.html](https://www.buffalo.edu/ubcurriculum/pathways.html).

Your program has been designed so that you can use courses taken at ITU to satisfy the global pathway (Global Reflections). ATA 101 (H – Humanities) can be used for the List 1 course, and ATA 102 (C – Civilization and History) for the List 2. CIE 340 can be used for list 3.

You have more flexibility in choosing your thematic pathway. However, in doing so you must satisfy the Social Science area (S), the Arts area (A), and the diversity requirement. Some courses will satisfy more than requirement.

A few examples of possible pathways are shown below. While you should choose your own combination to match your interests, remember that you will need to take one course during the Fall semester and one during the Spring, so plan accordingly.

**Communities, Populations and Space:**
- Course 1: ARC 121 (Introduction to Architecture) satisfies A
- Course 2: SOC 206 (Social Problems) satisfies S and Diversity
- Course 3: CIE 415

**Cultures, Art and Imagination**
- Course 1: SOC 101 (Introduction to Sociology) satisfies S and Diversity
- Course 2: MUS 114 (Genres of Music) satisfies A
- Course 3: CIE 415

**Economy, Business and Society**
- Course 1: Use ECO 103 (from ITU) or GEO 103 (Global Economic Geographies) satisfies S
- Course 2: ARC 211 (American Diversity and Design) satisfies A and diversity
- Course 3: CIE 415
Can I change my schedule?

As a courtesy to sophomore ITU students, arriving on campus in August, we provide a ready-made schedule with all required courses. Please note that your sophomore courses are a collection of different courses offered by different departments on campus. We worked with these departments several months in advance to reserve blocks of seats for your incoming ITU cohort. All courses that do not have a ‘CIE’ course designation are offered by departments outside of civil engineering. Therefore, if you drop any of your EAS or ENG courses that have been assigned to you, you will be responsible for finding an alternative seat. If you are unable to do so, you will have to seek assistance from the designated departments, and there is no guarantee that they will be able to provide you with a seat of your preference.

If you would like to check whether a course could be swapped out for another course, HUB has a feature called ‘Swap.’ Go to the Academics Area section in your HUB portal and from the drop down box select ‘Enrollment Swap.’

For general information about how to use HUB go to [http://www.buffalo.edu/hub/students/](http://www.buffalo.edu/hub/students/)
Section 3: Tips for Success at UB

University students all over the world learn in the same way: by going to class, asking questions, and working hard. Here are a few tips for academic success at UB.

How do I stay informed?

Read the course syllabus, and use UBLearns (the online course management system, also called Blackboard) to stay informed. In addition, please note that e-mail is the official form of communication at UB. Now that you have a UB email account, use this for all university communication. You will be added to a number of listservs, including a listserv for dual diploma program students, so read your UB e-mail frequently for important news and information about individual courses and the program.

When writing an email, use an informative subject and make sure you use:

1. an appropriate salutation, such as Dear Prof XXXXX or Dear Ms. XXXX. Using just a person’s last name such as ‘Human’ or ‘McGovern’ is inappropriate, and is considered rude in English.
2. Please remember to include all appropriate information, including your person number.
3. Please remember to check your grammar and spelling before you hit ‘send.’
4. Be sure to use a letter closure at the end of your email, such as Thank you or Best Regards, before signing your name at the end.
5. In addition, check to see if you can find the required information yourself, before sending an email to ask for help.

Should I attend class, recitation, and laboratory session?

Absolutely YES! You should consider attendance in class, recitation, and laboratory sessions to be mandatory. Professors say that there is a direct relationship between thoughtful attendance and performance. Therefore, come to class prepared to learn, including doing the required reading before the lecture.

Do I need to do the homework?

Again, Absolutely YES! In the US homework is used as preparation for the exams. To do well in your classes you need to do ALL the homework (see Section 6 on academic integrity). This applies to ALL students. US students are used to this system and take all classwork very seriously. You will need to adopt a similar work ethic to succeed.

How much should I study?
In the US it is expected that you study or do homework for *at least* two to three hours for each hour in class (6 to 9 hours per week for a 3-credit course).

**How can I get help if I am struggling in a class?**

If you are struggling with the class material, seek help from the teaching assistant (TA) and/or instructor. Make sure that you seek help immediately so that you do not fall behind in the course. Please also discuss problems and concerns with your academic coordinator, Christine Human.

**What else can I do to improve my experience at UB?**

While a big part of coming to UB is to be successful academically, you are also here to learn a new culture and to make new friends.

**Student Clubs:** A good way to make friends with other students is to join student clubs. Within civil engineering, ASCE (American Society of Civil Engineers) and ESW (Engineers for a Sustainable World) are great clubs to join. You may also consider joining the Turkish Student Association, a club that promotes Turkish culture, language art and history through meetings and cultural events. In total there are 100+ student clubs, so you should be able to find one that you enjoy [http://www.sa.buffalo.edu/](http://www.sa.buffalo.edu/).

**Center For Excellence in Writing (CEW):** It is important to take every opportunity to improve your English, both spoken and written. The Center for Excellence in Writing (209 Baldy Hall) organizes an English conversation corner to give new international students an opportunity to practice their spoken English and make new friends. See the CEW website for more information. Additional services offered by the CEW include individual consultations and ongoing writing support.

**International Students Services (ISS):** While ISS provides immigration and visa information to all international students, it also offers many more opportunities including trips and special events. See the ISS website for more information. Buffalo is certainly a small city compared to Istanbul. However, there are still many things to do, so check out some of the activities organized by ISS.
Section 4: Graduation Requirements

You need to think about the requirements for graduation now, as you enter your first year at UB.

What do I need to do to graduate?

You must:
• pass all the required courses (including the UB Curriculum and required electives)
• have an overall UB grade point average (GPA) of at least 2.0
• have technical GPA of at least 2.0
• complete 30 undergraduate credit hours of junior/senior level courses required in your major at UB (built into the curriculum).

Your technical GPA is based on engineering (such as CIE, EAS, EE, IE, MAE), math (MTH), and science courses taken at UB.

Do I need to complete all the ITU requirements before I can graduate from UB?

YES. Students need to complete the requirements of both institutions before they can graduate. This includes the ITU internship requirement of 30 days.

How do I apply for graduation?

Student apply to graduate through the HUB-Student Service Center: http://www.buffalo.edu/hub/students/pdfs/applyForGraduation.pdf.

How do I register to participate in the commencement ceremony?

In addition to applying for graduation, you must register for the commencement ceremony if you plan to participate. For more information about Commencement, see the UB Countdown to Commencement website.

HOLDS

You will not be able to receive your diploma if you have a HOLD on your account. A HOLD could be for nonpayment of your account, a parking ticket etc. HOLDS may also prevent you from adding or dropping classes during the regular semester.
Section 5: SEAS Academic Review

Information about the SEAS academic review policy was reviewed during the orientation at ITU, March 2018, given by Christine Human. This policy came into effect at UB starting Fall 2015.

To maintain academic standards and determine eligibility for continued enrollment, the School of Engineering and Applied Sciences (SEAS) reviews the academic records of all undergraduate students. SEAS academic review is conducted at the end of each fall and spring semester. Note that the University at Buffalo Office of Academic Affairs completes an independent academic standards review at the end of each semester.

SEAS Academic Good Standing

SEAS considers the technical GPA (TGPA) in its academic review. The TGPA is based on engineering, math, and science courses taken at UB. A student is in SEAS academic good standing if their cumulative UB technical grade point average (CTGPA) is 2.0 or greater and their most recent semester technical GPA (STGPA) at UB is 2.0 or greater.

SEAS Academic Probation

SEAS academic probation is an official notification that the student's academic performance must improve or the student will be subject to academic dismissal from SEAS.

A student is placed on SEAS academic probation if:

- their STGPA is less than 2.0 and their CTGPA is greater than 1.4, or
- their STGPA is greater than 2.0 and their CTGPA is less than 2.0

After the first SEAS academic probation, students will receive an advising hold that will limit the ability to register in courses until they attend a required advisement session with an undergraduate engineering advisor from 410 Bonner Hall (SEAS Undergraduate Office).

SEAS Academic Dismissal

SEAS takes the action of academic dismissal on the premise that the student is currently unable to make satisfactory academic progress toward a bachelor's degree.

A student is dismissed from SEAS if:

- their STGPA is less than 2.0 and their CTGPA is less than 1.4, or
- their CTGPA and STGPA are both less than 2.0 while they are on academic probation
they do not follow the curriculum in their SEAS major for two consecutive semesters.

**Impact of SEAS academic review policy for DDP students**

A dual diploma program student whose first semester CTGPA is less than 1.4 will be dismissed from SEAS. There is no appeal. Students who have been dismissed from SEAS will not be permitted to take any engineering classes. However, students are allowed to remain at UB to take non-engineering classes such as English, history, mathematics, and science courses.

Students are eligible to reapply to SEAS after one full semester away from SEAS. If readmitted to SEAS, students should plan to stay at UB for an additional year to complete the remaining sophomore engineering courses. Assuming the student continues to make satisfactory academic progress, their graduation will be delayed by one year. Students who decide to return to ITU after the spring semester will not be able to apply for readmission until spring of their junior year. This approach is not advised because there is no guarantee of readmission. Grades at both UB and ITU will be considered during the review.

Students who are placed on probation after the first semester, will be dismissed after the second semester if both their CTGPA and STGPA remain below 2.0.

**To read the entire policy go to:**
http://engineering.buffalo.edu/home/academics/undergrad/advisement_review.html
Section 6: Other Important Academic Policies

According to the ITU-UB agreement, you must follow UB rules when you are at UB and ITU rules when you are at ITU. All policies can be found in the university catalog at https://catalog.buffalo.edu/archive/1718/. You follow the 2017-2018 undergraduate catalog, the year you entered ITU as a freshmen. The most common policies that may affect you are listed below.

How many credits can I take?

Students typically take fewer credits at UB compared to ITU. This is because the US system is based upon continuous assessment with most classes requiring weekly homework assignments. UB students are not allowed to take more than 19 credits per semester unless their overall GPA is at least 3.00. If you want to take more than 19 credits and your GPA>3.2, you must apply for a credit override found on the undergraduate section of the engineering website (see below). There is a minimum; international students must take at least 12 credits each semester.

How will my grade in a course be calculated?

The instructor will tell you how your grade is calculated in the course syllabus. Homework assignments usually only make up 10-30% of the final grade. However, in the US system, you will likely fail the exams and fail the course if you do not do the homework assignments. Why? In the US system, you practice for the exams and learn the material through the homework assignments. Many students have fared poorly at UB because they did not take homework seriously!

What is UB’s academic integrity policy?

While studying at UB you are obligated to follow UB’s academic integrity policy found at https://catalog.buffalo.edu/policies/integrity.html.

Examples of academic dishonesty are given in the university catalog and include:

- Re-submitting previously submitted work
- Plagiarism
  Copying or receiving material from any source and submitting that material as one’s own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one’s own.
- Cheating
Soliciting and/or receiving information from, or providing information to, another student or any other unauthorized source (including electronic sources such as cellular phones), with the intent to deceive while completing an examination or individual assignment.

- Falsification of academic materials
  Fabricating laboratory materials, notes, reports, or any forms of computer data; forging an instructor’s name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor’s authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.

- Buying or selling academic assignments

Please remember that when you submit homework with your name on it, you are indicating that it is YOUR work. Copying homework assignments from others, whether a friend or from the internet, is not tolerated. Punishment for violations of academic integrity can be severe and may include receiving a failing grade in the course or being dismissed from the University. Be aware that speaking to a class-mate in Turkish during an exam will be seen as cheating and punished accordingly.

In addition, engineers have special have special ethical obligations. As per the NSPE Code of Ethics, “engineers shall avoid deceptive acts” and “shall conduct themselves honorably, responsibily, ethically, and lawfully so as to enhance the honor, reputation, and usefulness of the profession.” For additional information about the procedures in place within the CSEE department, see the academic integrity section of the departmental website (http://www.csee.buffalo.edu/undergraduate/current-students/academic-integrity/).

**How do I know if I can collaborate (work together) with another student(s) on homework assignments?**

If it is not clear on the syllabus, ask your instructor since each course has different rules. In some classes you are encouraged to discuss the problems, but are required to submit your own solution. In other classes, you are expected to do all work independently. If in doubt, DON’T collaborate.
Section 7: Overcoming Academic Problems

The best way to deal with academic problems is to avoid them in the first place. Section 3 discusses how to avoid problems. Steps you can take if you do poorly in a course are discussed in this section.

Can I repeat a course?

Yes. The most efficient way to raise your GPA at UB is to retake one or more courses at UB to bring your GPA above 2.0. Retaking a technical course at UB will increase both your UB and technical GPA. Successful completion of the course on the second attempt will replace the first grade in your average(s). However, some courses at UB limit access to students who have already taken the course. These are known as controlled enrollment courses, see: https://catalog.buffalo.edu/policies/repeat.html. Note that MTH 306 is a controlled enrollment course. Controlled enrollment courses can typically only be repeated during the winter or summer semesters.

What if I fail a course more than once?

If you repeat a course that you previously failed, the first F grade will not count toward your GPA. However, the second time you fail a class, the F grade becomes PERMANENT and negatively affects your GPA. All subsequent F grades will count as well as your first passing grade. This is very different from ITU where all F grades are excluded from your GPA once you have passed the class. In addition, you will need special permission to take a class a third time. Depending on your overall academic standing, permission may not be given. The permission must be given from the department offering the class. For EAS classes (general engineering classes) you would need the permission of Professor Jeffrey Errington, Associate Dean for Undergraduate Education.

What happens if I fail a course in my senior year?

Many courses at UB are offered only once per year, especially senior year courses. In addition, senior year courses are generally not offered in the summer. If you fail a course in your senior year, you will most likely not be able to graduate on time. Students may be able to take an equivalent course at ITU (see below).

Can I take a course at ITU that I am supposed to take at UB?

Perhaps. Under special circumstances you are allowed to take up to two courses at ITU that you were supposed to take at UB, but you need to obtain the permission of both the UB and ITU program directors. In addition, you must still satisfy the UB requirements of 30 credit hours at the junior/senior level. On a few occasions, students have been given permission to take a course in the US, outside UB, or at another institution in Turkey.
you take a course outside UB, the grade you receive will not count toward your UB grade point average.

Can I repeat a course at ITU that I failed at UB?

Perhaps. Again you are limited to a maximum of two courses and you must obtain the permission of the UB and ITU program directors. However, while a course repeated at ITU may fulfill a UB requirement, it will not replace the grade from the UB course. Consequently, the F will remain on your UB transcript, which will negatively impact your GPA.

Can I take a course at UB that I am supposed to take/or failed at ITU?

Perhaps. Again you are limited to a maximum of two courses and you must obtain the permission of UB and ITU. A course repeated at UB will replace the grade at ITU. However, be aware that if you repeat a course at UB that you have already failed at ITU, the first attempt at UB will be counted as your ‘second’ attempt. As such, the grade will be permanent.

Will I be able to take a course at UB over the summer?

Yes. Please be sure to check with International Student Services (ISS) in 210 Talbert Hall to insure that you have the necessary paperwork. However, please be aware that very few (if any) upper-division (third or fourth year) courses are taught over the summer.

What happens if I am placed on academic probation?

After the first occurrence of SEAS academic probation, students will receive an advising hold that will limit the ability to register in courses until they attend a required advisement session with an undergraduate engineering advisor in 410 Bonner Hall.

If you are placed on academic probation you will be expected to raise your grade point average back up to a 2.0. You can do this by repeating courses that you did poorly in or by changing habits that may be affecting your success. It is also recommended that you seek additional help through tutoring services, class instructors, and teaching assistants.

What happens if I am dismissed from SEAS?

Dismissal letters are sent by UB email. Dr. Jeffrey Errington, Associate Dean for Undergraduate Education, oversees the SEAS academic review process. While you may want to seek advice from your academic advisor, you should also plan to meet with an advisor in 410 Bonner Hall to discuss your options. As outlined in Section 5, if you have been dismissed from SEAS you will not be permitted to take any engineering classes. However, you are allowed to remain at UB to take non-engineering classes such as English, history, mathematics, and science courses (provided you have not also been
You will be eligible to reapply to SEAS after one full semester away. While away, it is important to work on improving your GPA.

**What happens if I am dismissed from UB?**

You will be dismissed from UB if your Quality Point Deficit (QPD) > 20. Quality point deficit gives an indication of how far your GPA is below the minimum of 2.0 required to graduate. If you are dismissed from the university, it is recommended that you speak with your academic advisor to discuss the options open to you. In most cases, dismissal from UB results in dismissal from the dual diploma program.
Section 8: Sources of Help

There are many people at UB who can help you. In addition to your program director, your primary source of help is the departmental Undergraduate Studies Office in 212 Ketter Hall.

A detailed list of other UB offices that can help is provided below.

Questions or concerns about one of your courses
For help in a course, please contact the course instructor or course teaching assistant.

General academic and professional issues
For academic or professional help, contact your academic advisor/program director Prof. Christine Human (chuman@buffalo.edu), 242 Ketter Hall or 412L Bonner Hall, 645 4374. For questions on job search, resume writing etc. go to the UB Career Services, 259 Capen Hall (https://www.buffalo.edu/career.html). The engineering career counselor is Holly Justice.

Course registration and other issues
Contact our Department Undergraduate Academic Coordinator, Éva McGovern, 212E Ketter Hall or by email (meva@buffalo.edu). Please note that each department controls its own course enrollment, so Éva can only help you with enrollment into civil engineering courses. If you have a question about enrolling for a mathematics class, you should contact the Mathematics Department etc.

Program administrative or admissions questions
Contact Program Administrative Coordinator for Dual Degree Programs: Steven Shaw, 17 Capen Hall.

Immigration, visa, CPT/OPT questions
Contact International Student Services (ISS): 210 Talbert Hall.

Immunization or other health related question
Contact UB Health Services: Michael Hall, South Campus.

Where do I go if I am feeling depressed?
If you need to talk with a trained professional, please contact the Counseling Center (645-2720, 120 Richmond Quad, Ellicott Complex).

Housing questions
Contact University Residence Halls and Apartments: Campus Living, 106 Spaulding Quad., Ellicott Complex.

**Billing questions**
Go to 1 Capen, North Campus

**To obtain/replace your UB ID card**
Go to 1 Capen, North Campus

**To obtain your UB transcript**
You can print an unofficial transcript from HUB. You can also apply for an official transcript through HUB.

**To pay a parking ticket?**
Go to 1 Capen, North Campus

**Other Important Locations / Personnel**

- **SEAS Office of Undergraduate Education**: 410 Bonner Hall

- **Director of Undergraduate Studies, Department of Civil, Structural and Environmental Engineering**: Prof Mettupalayam Sivaselvan (Prof Siva), mvs@buffalo.edu, 238 Ketter Hall.

- **1 Capen**: 1 Capen is located in Capen Hall and is a centralized area for a number of essential student services, including: Financial Aid, International Student and Scholar Services, Medical Insurance, Office of the Registrar, Parking and Transportation, Student Accounts, UB Card and Veteran Certification services.