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### Faculty

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Telephone</th>
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<tbody>
<tr>
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<td><a href="mailto:david.silverstein@uky.edu">david.silverstein@uky.edu</a></td>
<td>534-3132</td>
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### Mechanical Engineering Professors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tr>
<td>Dr. John Baker</td>
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### Chemical Engineering Professors

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Dr. Derek Englert</td>
<td>derek.englert.uky.edu</td>
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<tr>
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<td>534-3299</td>
</tr>
<tr>
<td>Dr. David Silverstein</td>
<td><a href="mailto:david.silverstein@uky.edu">david.silverstein@uky.edu</a></td>
<td>534-3132</td>
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### Staff

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
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<tbody>
<tr>
<td>Denise Brazzell</td>
<td><a href="mailto:denise.brazzell@uky.edu">denise.brazzell@uky.edu</a></td>
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<td>534-3297</td>
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### Labs

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<th>Name</th>
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<tr>
<td>Computer/Sr. ME Lab</td>
<td>534-3293</td>
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<tr>
<td>CME Design Lab</td>
<td>534-3289</td>
</tr>
</tbody>
</table>

### Student Services Office Hours:

Monday-Friday 8:00 a.m.—4:30 p.m.
WHO TO SEE FOR WHAT...

Denise Brazzell  534-3133  denise.brazzell@uky.edu
- Advising
- Financial Aid: stops/holds; ineligibility; current standing
- Billing/Student Accounts
- Drop/Add classes
- Scheduling
- General Counseling
- Veteran’s Benefits

Alexandra Sherwood  534-3304  alex.sherwood@uky.edu
- Scholarships
- KEES
- Career Information
- Job opportunities/Internships/Co-Ops
- Resume Advising
- Tutoring Program
- Student Ambassadors
- FE Exam

Stephanie Mahan  534-3129  stephanie.mahan@uky.edu
- Schedule Appointment with Denise
- Current Standing/Insurance Letters
- ID Cards
- Where’s my check/what do I owe?
- Copies of schedules

Milton Lynch  534-3125  milton.lynch@uky.edu
- Computer log on issues
- Lab issues
- Software issues
- Equipment Issues
Student Rights and Responsibilities

http://www.uky.edu/StudentAffairs/Code/

Nonacademic relations between the University and students enrolled in the Main Campus, in the Medical Center and in any UK program at another campus are covered in Part I entitled, “Code of Student Conduct: Rules, Procedures, Rights and Responsibilities Governing Nonacademic Relationships,” which was originally adopted by the Board of Trustees on May 2, 1967, and may be amended only by that body.

Academic relationships between students and the University are covered in Part II entitled, “Selected Rules of the University Senate Governing Academic Relationships.” Rules in Part II have been adopted and may be amended by the University Senate.

Part III, entitled “Regulations Governing Time, Place, and Manner of Meetings, Demonstrations, and Other Assemblies,” is taken from the University’s Administrative Regulations. Administrative Regulations are adopted by and may be amended by the President of the University.

Part IV contains the “University of Kentucky Alcohol Policy,” also one of the University’s Administrative Regulations.

Part V, the University’s policies and procedures on Student Records are summarized. This policy statement was adopted by and may be amended by the President of the University.

Print copies can be requested from the Office of the Dean of Students in 513 Patterson Office Tower, the Office of the Ombud in 109 Bradley Hall, the Student Government Association Office in 120 of the Student Center and from the William T. Young Library. Student Rights and Responsibilities consist of five parts, which are briefly described below.

Student Rights and Responsibilities contains important information about the student/university relationship. Students are encouraged to visit the Student Affairs Web Page (http://www.uky.edu/StudentAffairs/Code/) in order to seek information about its contents and applications.
Students have participated in national and regional conferences in Los Angeles, San Francisco, San Juan, and many others.

2002 students in the chapter won the National Championship in the Chem-E car competition.

UK Paducah student chapter has been named an AIChE Outstanding Chapter each year since receiving its charter in 2001.

Chapter activities include outreach to area schools and Girl Scout troops, social activities, and service to the engineering program.

The chapter has co-hosted AIChE National Student Conferences in 2005 (Cincinnati) and 2009 (Nashville)

AIChE Advisor: Dr. Derek Englert

Students attend the ASME District C Student Leadership conference and the Spring Student District conferences.

The Paducah chapter hosted the 2002 Regional Student Leadership seminar for ASME Region VI.

Past Paducah student Brandon Travis won the Old Guard Speech contest for District C at the University of Missouri-Rolla in spring 2007.

Steve Trimble and Lance Trammell won 2nd place in the 2005 Student Design contest.

Paducah student Kelsie Travis won the Old Guard Technical Poster Competition for District C at St. Louis University in spring 2010.

ASME Advisor: Dr. John Baker

SWE hosts various activities on campus with engineering students and local schools to help girls better understand their career opportunities in engineering.

Provides mentoring, moral support and role models to young women pursuing engineering as a career.

The SWE President of the Paducah student chapter for 2008/2009, Candice Curtis, was named the University of Kentucky College of Engineering program’s UK Mechanical Engineering Department’s “Outstanding Senior”.

SWE Advisor: Dr. David Silverstein
SAE is an organization for students interested in all aspects of mobility engineering.

- Students have designed and built SAE Baja cars and competed in the SAE Collegiate Design Series.
- 2009—ranked 16th in the Mud Bogging Competition in Wisconsin
- Jodie Beadles and Jared Fulcher, won 3rd place award in undergraduate research at 2009 ASEE-SE conference.
- 2010—placed 4th in U of L National Baja race
- 2011—placed 12th in National competition
- SAE Advisor: Dr. Charles Lu

ESW is “a global, non-profit network committed to building a better world. Established in 2002, ESW is comprised of students, university faculty and professionals who are dedicated to building a more sustainable world for current and future generations.” ESW is a multidisciplinary engineering organization, open to all students on the Paducah Campus.

- Hosted a seminar on space transportation.
- Paducah has hosted the AIAA Region III conference a retired colonel who piloted the SR-71.
- AIAA Advisor: Dr. Charles Lu

Omega Chi Epsilon is the chemical engineering honor society. Eligibility is limited to the top 25% of the student class and is nationally recognized in the chemical engineering profession as a symbol of outstanding student achievement. Paducah students are members of the Upsilon Chapter of the University of Kentucky.

- Paducah Contact: Dr. David Silverstein

Pi Tau Sigma is the honor society for mechanical engineering. Eligibility is limited to the top 25% of the student class and is recognized in the mechanical engineering profession as a symbol of outstanding student achievement. Paducah students are members of the Pi Lambda Chapter of the University of Kentucky.

- Paducah Contact: Dr. John Baker
BACHELOR OF SCIENCE IN
CHEMICAL ENGINEERING

A foundation in mathematics, chemistry, and physics is required for the study of chemical engineering. Fundamental principles related to the transformation of matter and energy are developed in subjects including thermodynamics, fluid flow, separations, heat and mass transfer, reactor design, and chemical process design. Undergraduate electives are available in biopharmaceutical engineering, energy and fuels, environmental engineering, and materials engineering and nanotechnology. A program is also available to fulfill pre-medical requirements simultaneously with requirements for the B.S. in chemical engineering.

The educational objectives of the chemical engineering undergraduate program are as follows:

- prepare our graduates to successfully pursue careers in engineering practice and/or academia
- provide a broad education as a foundation for life-long learning; and
- equip our graduates with the ability to carry out problem-solving strategies in engineering.
BACHELOR OF SCIENCE IN
MECHANICAL ENGINEERING

The training of the mechanical engineer is the broadest among the several fields of engineering. The mechanical engineer uses the techniques of mathematics combined with a specialized knowledge of the thermal and energy sciences, solid and fluid mechanics, and the properties of materials. This information is supplemented by an understanding of manufacturing processes, the design and control of systems, and the economics of the technological community.

Our graduates will be able to apply knowledge of mathematics, science and mechanical engineering to the solution of problems, particularly in the areas of thermodynamics and energy systems; heat transfer; fluid mechanics; mechanical systems and controls; mechanical design; finite element methods and computer-aided graphics; manufacturing; instrumentation; and experimental method.

Consistent with the Vision and Mission statements of the University of Kentucky and the College of Engineering, the undergraduate program in mechanical engineering will prepare our graduates for successful practice or academic pursuits in mechanical engineering.

Our educational objectives are:
1. Our graduates will practice mechanical engineering in a variety of fields as professionals and/or be recruited to graduate and professional schools in their career paths.
2. Our graduates will communicate effectively, work in diverse teams, address the challenges of a global society, and exhibit leadership, ethics, and creativity in their work places.
3. Our graduates will value continuing education and professional growth by supporting or participating in professional societies, licensure programs, short courses, or other professional development activities.
ADMISSION TO ENGINEERING STANDING

There are two levels of admission for every Engineering major:

1st level – “Pre-Engineering” – includes all students accepted to the College of Engineering and continues until selected preliminary major courses are completed.

2nd level - “Engineering Standing” – students who have achieved the minimum 2.5 GPA in the selected major courses and a minimum cumulative GPA (major specific). This status allows enrollment in upper division engineering courses.

Each major in the College of Engineering has a specific departmental GPA (currently a 2.5 or greater) and grade requirements for engineering standing. Requirements may include courses counted in first three semesters, repeat options allowed, number of applications for engineering standing allowed, restrictions on taking upper level courses, minimum course grades, etc.

The same criteria are applied to transfer students with the equivalence of courses determined by the Director of Undergraduate Studies.

A minimum of a 2.0 cumulative GPA is required to remain in Engineering (See College of Engineering Probation and Suspension) See “College of Engineering” in the UK Bulletin for additional details and specific GPA requirements for each major.

Chemical Engineering

Completion of CHE 105, CHE 107, CHE 111, CHE 113, CHE 185, MT 175 (MA 113), MT 185 (MA 114), MT 275 (MA 213), PHY 231, PHY 241, ENG 101 & 102 (or ENG 105) with a minimum cumulative GPA of 2.50 in these courses.

Completion of CME 200 with grade of “C” or better.

NOTE: University repeat options may be applied as appropriate.

Mechanical Engineering

Mechanical Engineering students must have completed at least 35 semester credit hours applicable to the degree program with a minimum cumulative GPA of 2.50

Completion of ME 101, ENG 101 & 102 (or ENG 105), CHE 170, MT 175 (MA 113), MT 185 (MA 114), MT 275 (MA 213), PHY 231 and PHY 241 with a minimum cumulative GPA of 2.50 in these classes is required. Transfer students who have received more than 35 hours transfer credit in the degree program will be considered without the inclusion of ME 101.

NOTE: A student may exercise one of his/her official University of Kentucky Repeat Options to improve this grade point average. Written request for exception to the allowed number of repeats should be submitted to the Director of Undergraduate Studies. In NO case will there be an exception made to the minimum acceptable grade point averages listed above.
How Do I Apply for Scholarships?

Freshman/Sophomore (1st and 2nd year students)
West Kentucky Community and Technical College

University of Kentucky, College of Engineering students who are taking pre-engineering coursework, (have NOT achieved engineering standing), are eligible to apply for scholarships from WKCTC. Applications must be completed on-line at the WKCTC website:

www.westkentucky.kctcs.edu/Costs_and_Financial_Aid/Scholarship_Information

Application and supporting documentation must be received by the stated deadline:

March 1

- Scholarship information will be posted at the link above in December

Deena will send out emails notifying students of all scholarship opportunities, with instructions and deadlines. Please read your emails!

If you have any questions, call or email Alex

NOTE: UK Engineering students will receive their financial aid package from UK NOT WKCTC. In order to be considered for a need-based scholarship from WKCTC, the WKCTC scholarship office must be able to verify a student’s need. UK will provide the needed FAFSA information from your UK account if needed. If you receive a financial aid/scholarship offer from WKCTC, accept the offer and indicate that you are a UK Engineering student and return the information to the WKCTC financial aid office.
SCHOLARSHIPS FOR UK ENGINEERING STUDENTS (JUNIORS AND SENIORS)
WHO HAVE ACHIEVED ENGINEERING STANDING

Once engineering students are no longer eligible for scholarships from WKCTC, they begin applying for awards from the PJC Foundation. These awards are completed in the spring of your sophomore year. Deena will email upper division students during the early spring with application instructions.

To be eligible for a scholarship listed below, students must:
1. Have a **cumulative GPA of 3.00**.
2. Be a **full-time student**.

Exceptions to these criterion and additional award requirements are listed below. Scholarships listed below are disbursed through the same scholarship application as above.

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**Art & Wanda Feather Scholarship**  
Major: Mechanical or Chemical Engineering

Junior applicants must have a 3.50 cumulative GPA, and have completed 50 hours of course work WKCTC. Senior applicants must have a 3.00 cumulative GPA at the end of their junior year, and have completed 50 hours of course work at WKCTC.

**Hites Family Foundation Scholarship**  
Major: Mechanical or Chemical Engineering

Junior applicants must have a 3.50 cumulative GPA, and have completed 50 hours of course work WKCTC. Senior applicants must have a 3.00 cumulative GPA at the end of their junior year, and have completed 50 hours of course work at WKCTC. Junior recipients can renew this award for a second year of continuous study. GPA qualifications apply.

**Dewey & Mary Lineberry Scholarship**  
Major: Mechanical or Chemical Engineering

Junior applicants must have a 3.50 cumulative GPA, and have completed 50 hours of course work at WKCTC. This award can be renewed for a second year of continuous study. GPA qualifications apply.  
**NOTE:** Students must apply for this scholarship by completing the WKCTC Scholarship Application.

**Jack Paxton Memorial Scholarship**  
Major: Mechanical or Chemical Engineering

Junior applicants must have a 3.50 cumulative GPA, and have completed 50 hours of course work at WKCTC. Senior applicants must have a 3.00 cumulative GPA at the end of their junior year, and have completed 50 hours of course work at WKCTC.

**The Lubrizol Foundation Scholarship**  
Major: Chemical Engineering

General scholarship criteria.

**Marvin Family Scholarship**  
Major: Mechanical or Chemical Engineering

Recipients shall demonstrate financial need and shall be residents of Graves or McCracken counties.
University of Kentucky Scholarships for JUNIOR AND SENIORS who have achieved engineering standing
Deadline - June 1st

UK Paducah engineering students are eligible to apply for the UK Lexington Trustees Scholarship program. (Students already enrolled in the UK Paducah engineering program or transferring into the program.

**Trustees Scholarship:** Currently enrolled KCTCS students that will earn their Associate's in Science Degree with a 3.50 cumulative GPA by the end of the spring 2014 term and then transfer to UK for the fall 2014 term are eligible to compete for a limited number of two-year renewable awards which cover the difference between UK in-state tuition and KCTCS in-state tuition. A final transcript must be submitted to the Office of Undergraduate Admission documenting spring 2014 grades and the awarding of an Associate's in Arts or Associate's in Science Degree by June 1st. Applicants must also submit a completed admissions application and all final college transcripts to the UK Office of Undergraduate Admission by June 2, 2014. The postmark deadline to submit the Trustees Scholarship application and all supporting documents is June 2, 2014. Late or incomplete applications cannot be considered.

**Kentucky Tradition Scholarship:** Currently enrolled KCTCS students with 40 hours by the end of the spring 2014 semester (with at least 24 earned at KCTCS) and a minimum cumulative GPA of 3.30, who transfer to UK for the fall 2014 term will be offered a $6,000 scholarship, payable as $3,000 per year for up to two years, or $1,500 per semester for up to four semesters. A final transcript must be submitted to the Office of Undergraduate Admission documenting spring 2014 grades by July 15th. This award may be offered in addition to the Trustees Scholarship.

**Wildcat Welcome Scholarship:** All other transfer students with a minimum 3.30 cumulative GPA, that are currently enrolled at an accredited institution and will have 24 hours by the end of the spring 2014 term, who transfer to UK for the fall 2014 term will be offered a $1,500 one-year, non-renewable award, payable as $750 per semester for up to two semesters. A final transcript must be submitted to the Office of Undergraduate Admission documenting spring 2014 grades by July 15th.
Third Party Scholarships
Scholarships awarded from outside sources

Students receiving scholarships from outside sources (example banks, churches, high school scholarships, etc.) should have their donor send the scholarship funds to the Office of Student Financial Aid along with the student's name, the semesters the funds cover, and the student's ID number.

University of Kentucky
Office of Student Financial Aid
Attn: Rita Wells
128 Funkhouser Building
Lexington, KY 40506-0054
Phone (859) 257-3172
FAX (859) 257-4398

Students may also have the check sent to Denise and she will forward it to Rita.

University of Kentucky
Attn: Denise Brazzell
P.O. Box 7380
Paducah, KY 42002-7380
SCHOLASTIC PROBATION, ACADEMIC SUSPENSION AND REINSTATEMENT

General Regulations for Undergraduate Students Academic Probation and Suspension

http://www.uky.edu/US/rules.html

NOTE: A more detailed explanation of the University grading system, Probation, Suspension and Reinstatement is provided in the University Bulletin or The Student Rights and Responsibilities.

If you have questions about scholastic probation, academic suspension, or reinstatement, please contact Denise Brazzell.

Academic Probation
Students are placed on probation if:
1. Their cumulative Grade Point Average (GPA) falls below 2.0. Students on probation for this reason who achieve a cumulative 2.0 GPA or higher shall be removed from probation.
2. They have two consecutive UK academic terms with term GPAs below 2.0 regardless of their cumulative GPA. Students who achieve a 2.0 or better in the next term and have a cumulative GPA of 2.0 or higher will be removed from probation.
3. If the student has completed all the academic and procedural requirements for the degree while still maintaining an overall GPA of 2.0 or higher (or the minimum GPA established by a specific college), the degree shall be awarded and the student placed in good standing.
4. The Summer Session and Summer Term are considered two separate academic terms and are subject to the same probation and suspension provisions as Spring and Fall.

Academic Suspension
Students are suspended if:
1. They fail to earn a 2.0 term GPA for any term while on probation;
2. They have three consecutive UK terms in which their cumulative GPA remains below 2.0;
or
3. Their GPA is below 0.6 after their first term, if the semester’s GPA is based on at least 9 hours of grades, A, B, C, D, or E.

College of Engineering
Probation and Academic Suspension

The following rules apply to the College of Engineering.
1. Any engineering student who has completed two or more semesters at UK and who fails to maintain a cumulative UK GPA of 2.0 or higher will be suspended from the College of Engineering and will not be readmitted until this GPA is 2.0 or higher.
2. Any student enrolled in the College of Engineering who earns a UK GPA of less than 2.0 in any semester will be placed on academic probation.
3. Any student on academic probation who fails to earn a 2.0 or higher semester GPA will be suspended from the College of Engineering and will not be readmitted until he or she has obtained a semester GPA of 2.0 or higher for one semester and the student’s cumulative UK GPA is 2.0 or higher.
4. Students who are suspended twice from the College of Engineering will not be readmitted.

Students who have been suspended are placed on academic probation for their first returning semester to UK. This means that upon returning from suspension students must maintain a minimum 2.0 semester and cumulative GPA.
4. Reinstatement (following an academic suspension):

Students interested in returning to UK following an academic suspension must first apply to be reinstated to the University by following this procedure:

Remain out of the University for at least a semester and a summer session, (one semester for a student suspended at the end of a summer session).

Apply for reinstatement by contacting the college (within the deadlines outlined below) in which they plan to re-enroll. NOTE: The college that suspends you does not necessarily need to be the college that considers your reinstatement. Please consult the college that houses your intended major regarding their reinstatement process and deadlines. Undergraduate Studies reinstates only those students with 60 or fewer earned hours.

Attend a reinstatement conference appointment. At this conference expect to present evidence of readiness to perform at a satisfactory academic level (i.e. interview, personal statement, transcripts, any other appropriate documentation). Reinstatement approval or denial is determined at the conclusion of this step.

If approved for reinstatement, submit a completed Admissions application to UK. Contact UK Admissions for admission deadlines at (859) 257-2000 or Admissions web site.

ACADEMIC OPTIONS:

Repeat Options

A student has the option to repeat once as many as 3 different courses in which he/she received a grade of B, C, D, or E. Only the grade, credit hours and quality points of the second completion will be used in calculating the grade point average, provided the student has made a specific request through a Repeat Option Form. This request must be filed with the office of the college in which the student is enrolled. The student must be enrolled at the time he/she files the repeat option form.

Academic Bankruptcy

Students who have been out of the University for at least two calendar years, who come back to UK and earn at least 12 credit hours with at least a 2.0 GPA, may choose to have none of their previous course work calculated toward their GPA, even though the credits earned may still count. Bankruptcy may be used only once. Many stipulations apply. Students should consult the UK bulletin or their academic advisor for more information. If you have questions about scholastic probation, academic suspension, or reinstatement, please feel free to contact Undergraduate Studies at (859) 257-3383, 8:00 a.m. - 5:00 p.m.

The academic probation and suspension standards that are used to determine a student’s academic standing University-wide are based on grade-point average. Individual colleges may establish policies regarding academic probation and suspension with regard to a student’s academic standing within the college in addition to the University-wide policies prescribed in Senate Rule 5.3.1. If a college establishes such a policy, the policy must be approved by the University Senate and made available in writing to the students.

A student suspended from a college or program may transfer to another college or program which has a 2.0 grade-point average admission requirement for transfer students, even if the student has a GPA lower than 2.0, provided he or she is not subject to the provisions for suspension from the University. However, the student must meet all other admission criteria established by the college or program. If the student would have been placed on academic probation by the college to which he or she is transferring had he or she been previously enrolled in that college, then the college may place the student on probation at the time of admission.
Academic Advising Syllabus

Academic Advising
ALL PADUCAH UK STUDENTS MUST CONDUCT THEIR ADVISING THROUGH THE UK STUDENT SERVICES OFFICE. AT NO TIME SHOULD A PADUCAH UK STUDENT ADD; DROP; OR WITHDRAW FROM A CLASS WITHOUT FIRST BEING ADVISED BY THEIR UK ADVISOR—EVEN IF THE CLASS IN QUESTION IS A WKCTC CLASS.

Students are responsible for:

⇒ Knowing the requirements of their particular academic program; selecting courses that meet those requirements in an appropriate time frame; and monitoring their progress toward graduation;
⇒ Consulting your advisor, Denise Brazzell to handle the kind of questions or concerns they have;
⇒ Scheduling and keeping academic advising appointments in a timely manner throughout their academic career; so as to avoid seeking advising only during busy registration periods; and
⇒ Being prepared for advising sessions.

Advisors are responsible for:

⇒ Helping students clarify their options, goals and potential, and understand themselves better;
⇒ Helping students understand the nature and purpose of a college education;
⇒ Maintaining confidentiality per University and Federal guidelines;
⇒ Providing accurate information about educational options, requirements, policies and procedures, and
⇒ Helping students plan their educational program and monitor and evaluate their educational progress.

Students will:

• Meet with their advisors regularly (minimum once a semester is required)
• UK uses registration holds to ensure students have met this requirement and all fees are paid.
• New student appointments are scheduled through the UK Paducah front office at 534-3129
• Current students are scheduled in person at front office desk as soon as notified by email
• Once an appointment is made, arrive on time and come prepared. Anyone arriving ten minutes late or later will be rescheduled at the earliest convenience of Denise!
• Notify your advisor as soon as possible if you need to reschedule.
• Your advisor is a resource and you are encouraged to inform him/her about any circumstances that could influence your academic performance such as work schedules, illness, family, or other personal situations.
• Discuss with your advisor any grades of concern, or if you are considering dropping a course or withdrawing from the University.
• In the event your academic advisor is unavailable or you have a quick question, please stop by the front office.

EMAIL
Maintain and check your UK email account daily and keep your mailing address information current!
DEAN’S LIST

3.6 OR BETTER SEMESTER GPA
12 OR MORE CREDIT HOURS with 9 UK
NO E, I, OR F GRADES
NO GRADES OUT
NO MORE THAN 3 HOURS PASS/FAIL
Cooperative Education vs. Internship

- We, as well as many other universities east of the Mississippi, understand “Co-op” as a multi-work term agreement with one employer; traditionally with at least three work terms alternated with school terms, resulting in a 5-year degree program. Co-ops are full-time, paid positions.

- “Internship” is usually a one-time work assignment, often in the summer. Internships can be full- or part-time, paid or unpaid, depending on the employer and the career field. To discuss internship opportunities at UK, please contact the Engineering Career Services Director, Deena Crouch, at 534-3304 or by email at deena.crouch@uky.edu.

- Please note that not all employers use these terms consistently or with consistent meanings, and some use the term co-op interchangeably with internships.

- When you talk to an employer, especially at the career fair, be clear on what format, alternating semester co-op, or one time internships you are referring to in order to avoid confusion.

Full-time status assures:
- continued insurance coverage by parents (if applicable)
- retention of scholarships and financial aid
- continued exemption of student loan pay-back status

How does EGR 399 count toward the degree program? Three semesters of co-op assignments will earn 3 hours of EGR 399 and may be used as an upper division supportive elective. Three tours will provide you with a co-op certificate upon graduation, and if you plan to take the PE exam, the three tours will provide you with six month’s work experience toward the four years required.

What are the minimum requirements to participate in the cooperative education program?
- major in engineering, computer science, math sciences, physics or chemistry
- complete first two semesters of degree program
- maintain a 2.5 GPA or above (progress toward engineering standing and academic performance in the most recently completed semester are also considered)
- work a minimum of three semesters, alternating between school and work

Paducah engineering students may participate in co-op education, but typically can not conform to the normal alternating semester rotation. This limitation is caused by the fact that Paducah engineering courses are only offered one time per year. Paducah students who wish to participate in a cooperative education experience typically do three rotations in a consecutive sequence.

Paducah students will receive numerous emails from Lexington co-op staff alerting them to various co-op opportunities. Most of these opportunities will be in the Lexington area. If you locate a co-op position that you would like to participate in, it MUST be approved by the Lexington co-op office prior to accepting the offer. Students must also alert the Paducah student services staff in order to register in the required EGR 399 class to maintain full-time status.

Lexington Co-op Staff
Ilka Balk, Director (859)257-4178 379 R.G. Anderson ibalk@engr.uky.edu
Marsha Phillips, Advisor /Coord. (859)257-8863 381 R.G. Anderson phillips@engr.uky.edu

Additional information regarding the University of Kentucky, College of Engineering Cooperative Education Program may be viewed at http://www.engr.uky.edu/coop/index.html
An internship is a professional-level learning experience in the workplace. It provides an opportunity to apply learning from the classroom in a real situation. In addition to gaining great experience, college internships allow you to beef up your resume and make valuable industry contacts that can be essential to landing the ideal job upon graduation. Paducah engineering students find this type of work experience very favorable and many have gained permanent positions from these internships.

The main difference between a co-op and an internship is that the internship is treated like any other part or full-time position. Students are not required to register for a class in order to participate in an internship.

Alex Sherwood, Career Services Coordinator in Paducah, will be happy to assist you in preparing your resume and provide you with various handouts that should be very beneficial. If at any time you would like her to contact a particular company on your behalf, etc., please let her know. She can not guarantee you a summer internship position, but is certainly willing to assist you in your search. Finding a job in today’s competitive market can be challenging. Getting a job can involve not only what you know, but also who you know. So don’t delay in preparing your resume and start networking with family and friends for assistance.

Alex makes contacts with numerous industries throughout Western Kentucky and Southern Illinois. If any of these industries are interested in hiring an intern, the information will be relayed to the Paducah engineering students through emails sent to your UK engineering email account. It is your responsibility to read your emails and send the company representative your resume.
To be awarded a Bachelor of Science degree in any field of engineering, a student must:

Complete the University and College requirements relating to writing and University studies.

Complete a minimum of 128 hours, exclusive of those earned in freshman college algebra and freshman college trigonometry, with a cumulative standing of not less than 2.0 on a 4.0 scale.

Be admitted to engineering standing in an engineering program for at least the final semester, and complete the requirements of that program.

Complete a minimum of 24 credit hours of departmental courses at or above the 300 level.

Complete all departmental courses and technical electives with cumulative standing of 2.0 or higher.

Complete any additional departmental graduation requirements that may be listed.
Students in the UK Paducah College of Engineering Program will obtain their Associates in Science through WKCTC in order to be fully GETA certified. This will ensure that all classes taken through WKCTC while in the UK Paducah program will transfer to their Bachelor degree and meet eligibility requirements for further scholarships.

<table>
<thead>
<tr>
<th>GETA Certified Required Courses (AS Degree)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1  Foreign Language (2 yrs same lang. HS or 2 sem college)</td>
</tr>
<tr>
<td>2  Writing/Assessing Information (6 hours)</td>
</tr>
<tr>
<td>ENG 101</td>
</tr>
<tr>
<td>ENG 102 or</td>
</tr>
<tr>
<td>ENG 105 with ACT of 32 or higher</td>
</tr>
<tr>
<td>3  Oral Communication (3 hours)</td>
</tr>
<tr>
<td>COM 181</td>
</tr>
<tr>
<td>4  Humanities 3 hrs. (suggested courses will also meet Cross Cultural 3 hr requirement)</td>
</tr>
<tr>
<td>HUM 135</td>
</tr>
<tr>
<td>REL 130</td>
</tr>
<tr>
<td>POL 235</td>
</tr>
<tr>
<td>HIS 248</td>
</tr>
<tr>
<td>5  Heritage 3 hrs (suggested courses)</td>
</tr>
<tr>
<td>HIS 108</td>
</tr>
<tr>
<td>HIS 109</td>
</tr>
<tr>
<td>6  Social Interaction 9 hrs.</td>
</tr>
<tr>
<td>GEO 152</td>
</tr>
<tr>
<td>POL 101</td>
</tr>
<tr>
<td>SOC 101</td>
</tr>
<tr>
<td>PSY 110</td>
</tr>
<tr>
<td>7  Science (required for engineering)</td>
</tr>
<tr>
<td>CHE 170</td>
</tr>
<tr>
<td>PHY 231</td>
</tr>
<tr>
<td>CHE 173</td>
</tr>
<tr>
<td>PHY 241</td>
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<tr>
<td>CHE 175</td>
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<tr>
<td>PHY 232</td>
</tr>
<tr>
<td>CHE 180</td>
</tr>
<tr>
<td>PHY 242</td>
</tr>
<tr>
<td>8  Mathematics (MAT 150 &amp; 155 will be required w/out ACT math of 27 or higher)</td>
</tr>
<tr>
<td>MAT 175</td>
</tr>
<tr>
<td>MAT 185</td>
</tr>
<tr>
<td>MAT 275</td>
</tr>
<tr>
<td>MAT 285</td>
</tr>
<tr>
<td>9  Computer Literacy 3 hrs</td>
</tr>
<tr>
<td>CS 221</td>
</tr>
<tr>
<td>or</td>
</tr>
<tr>
<td>CME 220</td>
</tr>
</tbody>
</table>
UK UNOFFICIAL TRANSCRIPTS

Unofficial UK transcripts may be viewed and printed by logging-in to your myUK account. Individual WKCTC grades are not posted on the transcript. The UK cumulative GPA may be incorrect if the WKCTC grades have not been included in the GPA. Check with Denise if you are unsure.

UK OFFICIAL TRANSCRIPTS

Go to www.engr.uky.edu/Paducah and on the right side of the page click on “if you would like to order a transcript, click here”

Click and follow directions

PLEASE REMEMBER THAT DENISE OR ANY OTHER PADUCAH STAFF CANNOT PRINT AN OFFICIAL UK TRANSCRIPT—YOU CAN ONLY GET AN OFFICIAL TRANSCRIPT BY FOLLOWING THE LINK LISTED ABOVE

AN UNOFFICIAL TRANSCRIPT CAN BE VIEWED AND PRINTED BY LOGGING IN TO YOUR MyUK ACCOUNT.
PADUCAH COMPUTER LAB ACCESS

Log-on Procedures

**Returning Students:**
Enter first initial of first name and your entire last name. (all one word and lower case).
Passwords remains same as previous year and do not expire.

**New Students:**
At the log-on screen enter the first initial and last name.
The default password will be “crounse”.
You will be prompted to change your password at the first log-in.
Ensure you are logged onto the UKENGR domain on drop down box.

If you need assistance, please contact Milton Lynch, UK lab manager, in Crounse room 116. He can also be reached by calling 534-3125 or by email at milton.lynch@uky.edu
Activating your MyUK Account/UK E-Mail Account

Your MyUK account will be used to:
- view and pay your tuition bill
- accept/decline financial aid
- verify UK grades on your unofficial transcript
- view your progress toward your degree using APEX
- receive official email correspondence from both UK Lexington and UK Paducah.

**********All UK Billing is done through email. Reimbursements to students are done through direct deposit.

USER ID/STUDENT ID NUMBER
Your user ID and UK Student ID number is on the wallet ID card you were given at the beginning of orientation. Your user ID is used to identify yourself to UK and is a combination of your name and numbers, i.e., tbjr224.

DEFAULT PASSWORD
All students are given a default password that consists of u$ + the last 6 digits of UK Student ID number + blue (example uS123456blue).
Your UK Student ID number is on your wallet ID card.

ACTIVATING YOUR MyUK ACCOUNT & UK EMAIL ACCOUNT
Go to Paducah Engineering homepage (www.engr.uky.edu/paducah) & select “Manage Student Account” from the list on the bottom center of the page. The link will direct you to the Account Manager website (https://ukam.uky.edu/manager).
You can see a visual instruction manual for account activation at:
http://wiki.uky.edu/accounts/Wiki%20Pages/Activating%20Your%20Link%20Blue%20Account.aspx

1. ENTER your User ID and default password and SELECT “Log In”
2. READ: You are now at the Account Activation Wizard screen—read information carefully and CLICK NEXT.
3. ENTER your current default password and CREATE a new password. Your password must be at least 12 characters in length and contain an upper and lower case letter, a number, and a special character (! @ # $).
4. ENTER your new password twice then CLICK NEXT.
5. ENTER password reset questions. You must provide 2 password reset questions that allow you to create a new password should you forget your old one. For more information about the password reset questions feature, please see About Password Self-Reset at http://webapps.uky.edu/ukit/Help.
6. CLICK NEXT You will be taken to the screen that contains your University Email Address (UEA). Please leave your UEA to the default setting of firstname.lastname@uky.edu. This will ensure that you receive all official communication from UK, both the College of Engineering at Lexington and the College of Engineering at Paducah. ****This is where you will receive your UK tuition billing.
7. CLICK NEXT You will be asked to “Set Your Email Delivery Address.” You will be given 3 options here. You will CHOOSE the first option: UK Google Apps. (UK Google Apps will establish an email account that uses your User ID, example—tbjr224@g.uky.edu)
8. CLICK NEXT You will be asked to create a password for the email account you just created. CLICK the “I Agree” box after reading information and use the same password you set for your MyUK account. You will ENTER your password twice and CLICK NEXT.
9. VERIFY your settings.
10. CLICK FINISHED You will be directed to a screen that tells you your setup has been completed.
11. LOG OUT of the account manager.
12. CHECK YOUR EMAIL: Go to: www.engr.uky.edu/paducah and select Google Mail at the bottom of the homepage. You will log in with your MyUK user ID, i.e., tbjr224 and the password you created. REMEMBER: THIS IS WHERE ALL OFFICIAL EMAIL WILL BE RECEIVED—CHECK IT REGULARLY!!

Your account is now activated. Before using your account, please review the Policy Governing Access to and use of University of Kentucky Computing Resources (http://ukcc.uky.edu/policy.html).
If you need assistance, contact the IT help desk at 1-859-218-4357.

LOGGING IN TO YOUR MyUK ACCOUNT
Once your account has been established, log in from the Paducah Engineering homepage—www.engr.uky.edu/paducah. Select the MyUK link at the bottom of the page, enter your MyUK User ID and your password to log on.
HOW DO I PAY MY TUITION?

- Monthly account statements are sent electronically to the student's UK assigned email address the first of each month.
- Total amount due must be received on or before the 22nd of the month. Any unpaid balance is assessed a monthly late payment fee of 1.25%.
- An account hold for an unpaid balance will prevent class registration during priority registration windows.
- Financial Aid: If expected financial aid has not posted to your student account, direct questions to your Denise.

More info. can be found at: http://www.uky.edu/studentaccount/payments

STUDENT REFUNDS

If your scholarships/financial aid are more than your tuition and fees, UK will refund the difference through direct deposit on your MyUK account.

1) When you log onto your MyUK account, go into the financials tab.
2) Click on the direct deposit link and provide the information below.
3) Enter the routing number for your bank and your bank account number. **YOU MUST HAVE BOTH NUMBERS AND YOU SHOULD MAKE SURE THEY ARE CORRECT.**
4) You should register for direct deposit as soon as you have established your MyUK account so that no refunds will be missed due to no bank account being listed.
Tuition Schedule/Fee Payment Instructions

To check the status of your account, log on to MyUK portal at the bottom of the Paducah Engineering homepage www.engr.uky.edu/Paducah.

Undergraduate engineering students will be charged tuition at the WKCTC tuition rate for all courses until such time engineering status is attained. At such time students reach engineering status, tuition for Paducah-based courses will be billed at the University of Kentucky rate.

All Undergraduate students on the Paducah campus are charged an additional fee per credit hour for each engineering course.

How to Pay Your Fees

Please Note: UK no longer sends paper bills. All account statements will be sent via e-mail on a monthly basis. You MUST check your email account regularly in order to receive your account statements in a timely manner.

By Mail
Mail your check or money order to:

Office of Student Account Services
18 Funkhouser Building
Lexington, KY 40506-0054

To ensure proper credit make checks payable to The University of Kentucky and ALWAYS include the student's account number. A returned check fee of $25 will be accessed for dishonored checks.

Pay Online
Log on to MyUK portal. Visa, Discover, MasterCard and American Express are accepted. If you are unsure about your access or have difficulty logging on to the portal, please contact Stephanie Mahan at 534-3129 to verify user ID information.
Once you access your myUK account, it should look similar to below. **NOTICE:** Paducah students CAN NOT register for classes using myUK. This MUST BE COMPLETED by Denise—your academic advisor.

<table>
<thead>
<tr>
<th>Launch Pad</th>
<th>Student Services</th>
<th>Student Administration</th>
<th>Enterprise Services</th>
<th>Employee Self-Service</th>
<th>myUK</th>
</tr>
</thead>
<tbody>
<tr>
<td>myPage</td>
<td>myInfo</td>
<td>myRecords</td>
<td>Admissions</td>
<td>Registration</td>
<td>Blackboard</td>
</tr>
</tbody>
</table>

**Welcome Student**

**Welcome to the University of Kentucky myUK Portal!**

**Student Services on myUK**

- Activate your User Accounts (for e-mail, web, Macintosh) - **myInfo tab** -> Account Info;
- Access your financial account and pay online - **Financials tab** -> Billing Services;
- Create a Passcode for access to information - **myInfo tab** -> myPasscode;
- View financial aid information - **Financials tab** -> Financial Aid;
- View your registration window and complete booking (registration) - **Registration tab**;
- View your grades and unofficial transcript - **myRecords tab**;
- Check your record for stops (holds) - **myInfo tab**;
- Change grade types - **Registration tab**;
- Apply for graduation and updated expected term of graduation - **myRecords tab**;
- Update your current and permanent address information - **myInfo tab**;
- Apply for admission and review related information - **Admissions tab**.

**HOW TO ACCEPT OR DECLINE FINANCIAL AID OFFERS USING myUK**

1.) Log-in to your myUK account.
2.) Select Financials, then Financial Aid. You may then view your award.

**NOTE:** YOU MUST READ AND AGREE TO THE TERMS AND CONDITIONS before you can accept any awards. After agreeing to the Terms and Conditions, return to View and Accept Awards to accept or reject your awards.

**UK FINANCIAL AID WEBSITE:** [http://www.uky.edu/FinancialAid/index.htm](http://www.uky.edu/FinancialAid/index.htm)

Occasionally, UK Paducah engineering students might receive a notice from the financial aid department stating you are not eligible for financial aid because of failure to meet Reasonable Academic Progress (RAP). If you should receive one of these notices, **IMMEDIATELY** let Denise know by email denise.brazzell@uky.edu
How to Access/Activate Your KCTCS (WKCTC) E-mail and Blackboard Accounts

WKCTC uses a different email system than UK. It is necessary that you check this email account for information from your WKCTC instructors.

Find your student ID
It is a nine digit number that begins with "00" and may be found on your schedule or your wallet ID.

Go to West Kentucky’s home page: http://www.westkentucky.kctcs.edu
Select “user account center” at the top right of the page
Once you are on the User Account page, select the KCTCS User Account Center link
You will be asked for your birth month and day; your WKCTC student ID number and your social Security number.
Enter a challenge question and answer (make it simple so you can remember it!)
Enter your email address (use your UK one)
Click on the red bar “Create/Update my User Profile
You should then get a page with your user ID (i.e., jdoe0002@kctcs.edu)
From that page you can select “set my password”
Enter your last name create a password

Set your password. It must meet the following criteria:
Not contain all or part of the user’s account name
Be at least 8 characters in length
Contain characters from 3 of the following 4 categories:
English Uppercase characters (A through Z)
English lowercase characters (a through z)
Base 10 digits (0 through 9)
Symbolic characters (e.g., $, #, %)
Be significantly different from prior passwords
Not contain the user name
Not be a common word or name

You should then get a “password set” notification

You can now log into your WKCTC email and the KCTCS Blackboard system using your KCTCS User ID and your password. Your WKCTC email will be your user ID (i.e., jdoe0002@kctcs.edu). Make sure you write down your WKCTC User ID and your KCTCS email address for future reference.

Once your email account has been established, you can view your WKCTC schedule, grades, and account information online. Instructions for accessing the online information are available at:

http://www.westkentucky.kctcs.edu/Current Students

Remember—to access the KCTCS Blackboard system, YOUR WKCTC EMAIL ACCOUNT MUST BE ACTIVATED!

Some things to note: When you first log onto blackboard you should browse around the program to familiarize yourself with it. If you are in an on-line class or your professor has set up information for you class, it will be listed as “available”.

http://www.westkentucky.kctcs.edu/Current Students
HOW TO CALCULATE YOUR GPA:

DEFINITIONS:
Current GPA Includes grades from a specific term, for example, Fall 2010.
Cumulative GPA Includes grades earned in all the terms you have been enrolled.

* The GPA is equal to the number of Quality Points (QP) divided by the number of Quality Hours (QH).

* Quality Hours (QH) = total number of hours for courses in which you receive a grade of A, B, C, D, or E.

* Quality Points (QP) = number of credit hours per course multiplied by the value of the grade received.
Values: A=4; B=3; C=2; D=1; E=0

* Pass/Fail courses do not figure in GPA calculations; neither do courses from which you have withdrawn and received a W.

### Sample Grade Point Average Calculation:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Grade</th>
<th>Grade Value</th>
<th>Quality Hours(QH)</th>
<th>Total Quality Points (QP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 100</td>
<td>C</td>
<td>2</td>
<td>X</td>
<td>8</td>
</tr>
<tr>
<td>CHE 105</td>
<td>E</td>
<td>0</td>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>ENG 104</td>
<td>B</td>
<td>3</td>
<td>X</td>
<td>12</td>
</tr>
<tr>
<td>MA 109</td>
<td>B</td>
<td>3</td>
<td>X</td>
<td>9</td>
</tr>
<tr>
<td>UK 101</td>
<td>P</td>
<td>0</td>
<td>X</td>
<td>0</td>
</tr>
<tr>
<td>TOTALS</td>
<td>14</td>
<td>29</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

29 QP divided by 14 QH equals 2.07 Grade Point Average (GPA)

For more information, see the Registrar’s Web page, “How to Calculate Grade Point Average (GPA),” at [http://www.uky.edu/registrar/GPAcalc.htm](http://www.uky.edu/registrar/GPAcalc.htm)
As you prepare to take your first engineering course, you may be feeling a bit smug, or perhaps a bit nervous, or both. You managed to navigate your one-person kayak through the relatively smooth waters of high school, easily maneuvering around the rocks of your senior year by spending about 30–45 minutes (usually 30) on any given homework assignment and studying the night before a test, usually for an hour and a half at the most. Group work was not necessary (hence your one-person kayak); you may have noticed your fellow kayakers paddling along, some falling by the wayside, but most keeping pace with the group.

Now you and some others have made your way to what looks to be a large, remote island. As you climb out and gaze at the island, you see in the distance that there are spectacular, steep cliffs. Some have beautiful waterfalls cascading down. You can see beautiful flowers and exotic plants before you. All of a sudden some natives emerge from the forest to greet you and your fellow travelers. They look a little strange and they are speaking a language that you don't understand. They hold out some sort of tools in an effort to be friendly (you hope), but you have no idea what they are or how to use them. You realize that you've developed strong paddling skills in order to get here, but you have no idea what lies ahead of you and how to reach those spectacular cliffs.

Welcome to Engineering.

Taking the first course in your major—any major—is an exciting but scary step into the unknown. There's the excitement of feeling like you're FINALLY getting into your chosen field, accompanied by the nagging feeling that you're not sure what it really is or what you'll end up doing with it. After teaching the first course in Chemical Engineering—CHE 205—several times, I've observed that the course is a big shock for many students. They spend several weeks or perhaps the whole semester discovering ways in which CHE 205 is different from courses they've taken before, and trying to figure out how to be successful. Some students quickly get “the lay of the land” and adapt their study habits to achieve success. Other students fight it kicking and screaming all semester, and either give up or barely limp through, feeling battered and betrayed at the end of the semester.

In an effort to equip and inform you from Day 1, I asked some current and former undergraduate and graduate students to share advice and observations that might help you avoid the mistakes they made when they took the course. I hope that you'll take their advice to heart, since they have successfully scaled the high cliffs and stand looking back on the journey with valuable perspective on the potential pitfalls along the way.

Comments in italics come directly from students—they say it best.

• **Develop a strong work ethic.** This theme was echoed in almost every student response.

*There is no such thing as a lazy (successful) chemical engineer.*

*You do not have to be brilliant to be a CME, but you do have to have the dedication, persistence, and downright stubbornness to keep working at it until you get it. Along the way you will doubt yourself. Those who really want it will succeed.*
Most importantly, CHE 205 requires time, lots of time. Time spent reading the text, reviewing notes, speaking to the professor, working on the problem sets solely, working on the problem sets collectively, speaking to the TA, and going to problem session. One is also required to quickly develop a work ethic that has never been required before, because in high school they never studied and did well and freshmen year was hard but they still managed to do well with simply doing the homework and studying right before the test. This approach will not prove successful in chemical engineering.

- Get used to working in groups.

I recommend that everybody taking these classes should have a group of people that they can study with. Everyone approaches complex problems differently so working with a team may allow someone to see an aspect of the problem that they would otherwise not consider.

At the beginning of CHE 205, you may think you have it all under control. Don’t learn the hard way that a study group is a great source for understanding CHE material. In addition, you may be the resource someone else needs to understand a topic. Working in groups has mutual benefits. Remember, the group members need and value your input as much as you need and value theirs.

I did everything short of going to the bathroom with my group.

- …but don’t rely on group work to carry you through.

My instructors always emphasized working in groups, but being able to do the problems independently. Unfortunately, I didn’t fully appreciate that advice until later on. The problems never look that difficult when you see the solutions your group members or instructors develop. The solutions are usually straightforward and relatively short. However, the amount of trial and error and flipping through notes and books that it takes to develop those answers seems endless if you actually complete all the problems on your own. So when you sit down and take your first exam, you need to be able come up with these "short" answers on your own from all the information you have been taught up until that point. This can be difficult or impossible if you have relied on your group to carry you along.

- Get organized.

Get organized and stay organized. I began each semester with everything in order and color-coded. As the semester progressed and the workload increased, before I realized what was happening, my organized notebooks and folders were in disarray. I soon learned the importance of setting aside just a few minutes one day a week to re-organize. It’s much easier to maintain organization!

You should be able to pick up notes from classes a year ago and be able to read and understand them. You should also be able to look at a problem you worked and know what you were doing.

- Embrace engineering as a new community.

Learn to love the Fishbowls/labs and join organizations as early as possible. There is always someone there to help you if you need help, or if you just want someone to talk with. I think that is one reason that I like being an engineer so much — we all stick together and work with each other and generally care about each other. I would recommend that students visit the lounge if they have a problem they can’t solve, generally there will be someone from their class or a helpful upperclassman that has been through it and knows their pain. The best friendships of my life were found in the lounge.
Engineering is more than a major, it is a lifestyle.

If you look around the room in your engineering class, you’ll see people that will become a significant part of life in the coming three years. You may not realize it now, but you will be spending a large amount of time with them. They will inevitably become your friends as you share pains and triumphs in the coming years. Take some time to get to know them.

Go out to dinner together and talk about something other than engineering.

- **Recognize that you have to train your brain to think differently.**

Many students think the way to do well is to understand a little bit or memorize. In engineering, memorizing stuff is not important, but the way you THINK is. This retraining the brain to think like an engineer is trivial for some people, not hard for others, and nearly impossible for others that just don't understand how to apply concepts.

- **Get used to the idea that you will never see multiple choice tests again.**

Studying tips [From a former TA]:

- Make a ‘per exam’ cheat sheet (cheat sheet for Exam 1, then 2, then 3) and figure out what you think will be most fruitful to put onto your “torpedo.” Do not make the torpedo so confusing you cannot use it.
- Practice. In ALL of your further CME courses, practice in doing various types of problems is the key to doing well. You will encounter problems in tests that make you go to the next level and expand on what you already know.
- Make your review problems that you do logical, neat and organized so you can always follow through what you did as a “summary” of the problem. You may get lucky and do a practice problem that the professor uses as an exam problem—it’s been known to happen!
- Do not get into the habit of plugging and chugging. It will not serve you well. Understand what is going on, make a reasonable analysis of the problem, and try to figure out what you should be getting. Doing this through the review problems will make them sink in and you will then remember what to do on the final.

You have to invest the time before the test to know exactly how to find what you need in the book, and where it is. Putting tabs in your book might look geeky, but it will save you time in looking up commonly used tables and equations. And actually reading the book just might help, too.

- **Chemical engineering is not chemistry.**

Engineering is different from purely scientific fields. Where chemists and physicists futilely search for truth, engineers realize and accept limitations and concentrate on what is practical. Upcoming students should be ready to be trained in this way of solving problems. An engineering education seems to be more of a way of looking at the world and putting it to use than looking at the world and trying to explain it.

- **You can’t get away with procrastination.**

I think that time management is the biggest thing that a student must learn when coming into the engineering curriculum. In other classes, it is often easy to wait until the last day to do an assignment, and still end up with a good grade. In CME, it is a necessity to start the work early. There are too many concepts that will escape your grasp if you don't start early because the problems take a large amount of time, and you will never finish them in one sitting. Scheduling time to ask questions (with a teacher or TA) is also a must. It is inevitable that there will be a time when you get stuck on a problem, and none of your classmates are able to figure it out either. Basically, I believe it is impossible to procrastinate and be successful in the engineering curriculum.
• Follow instructions.

The syllabus will probably say something like: “Use green engineering paper (available in the Student Supply Store), one side of each page; begin each problem on a new page, and box the final answers. Each completed assignment should be in one person's handwriting. Staple the pages and fold them vertically when you hand them in, putting the names and roles of the participating group members and the problem set number and date on the outside.” Follow these instructions—to the letter. You can believe that the TA’s will take off points for not stapling, writing on the back, etc. You may think these things are silly but if that’s what the prof asks for, do it. One day your client will ask for something just so—and that’s what they expect, too.

If the homework is due at the beginning of class, then it had better be there. Set two alarms, get your roommate to wake you up, whatever, but don’t be late or the rest of your group will hate you forever (deservedly). If in doubt, put it under the instructor’s door the night before (or at 3AM when you finish it).

Writing legibly is a must. You can’t get partial credit if no one can decipher your scribbles.

• Ask for help.

Get help when you need it. If you are unsure or completely lost, get help from other students in the class, or the professor. Engineering classes are built upon information from your previous classes and previous lectures. If you get lost at one point, it is likely that you will be lost for the rest of the class and possibly longer. Don’t make it harder on yourself; there is no shame in getting help. Don’t be embarrassed to go to the Tutorial Center and get a personal or group tutor—that’s why they are there!

• Become comfortable making assumptions.

Now I have learned to list all the assumptions I am making when solving a problem. It is difficult to learn when you can make certain assumptions and when you can’t. Making an assumption when describing a system might make my life easier while solving the problem, but it might not provide an accurate enough picture for the process, depending on the accuracy required. The more problems I work through, the more I know when it is okay to simplify a component/idea to get a solution.

In all the other classes I'd had, there were definite right and wrong answers to a given question; however, in engineering, there may be a number of different ways to arrive at an answer that might be considered correct. This took some getting used to.

• Don’t be devastated if you aren’t at the top of the class.

The majority of people in engineering were at the top of the class at some point during their academic career. Whether it was high school or freshmen courses, chances are you were too. You are now among the best, the competition is a little tougher, and the course material is going to be more difficult. You may not be at the top of the class, but always put forth your best effort. You may not always be satisfied with the result, but you’ll know you did everything you could do.

School and grades had been one of the most important things to me in my life up to this point, perhaps, sadly, the most important thing to me. (I say sadly because many parts of life are more important than grades, which are, after all, subjective and superficial. I now believe my spiritual state, my relationships with other people, actually learning, which is different from making good grades, and my health are more important).
I finished my freshman year with a 4.0 GPA. I had thoughts creeping in telling me that I may be the smartest person in the world. Then I took CHE 205. I spent a LOT of time on the homework, and I made a ~70 on the first test. Since I thought I may be the smartest person in the world, I had figured my grades in my major should be even better than what I had been making. This idea was supported by the fact that I did not think I had tried really hard to do well before, even in the classes that I did do well. Actually, I was somewhat of a slacker and a procrastinator. I began to realize that I had this attitude: I had to achieve perfection in order to have joy. I thought such a frame of mind was necessary to keep me motivated and doing well. Instead, not being content with anything less than perfection almost destroyed me. Having successfully completed the curriculum and obtained my degree, I now encourage you to study engineering for the sake of learning, not for the sake of being the best.

- Keep your eye on the goal.

Listening to people talk about "real" engineering and learning more about different industries and the application of chemical engineering principles can be quite helpful. Because chemical engineers go into such a broad array of fields, I think that it is all the more important that students begin considering where they might like to go early on by learning about what's out there (through attending lectures, conversations with professors/advisors, etc). When I was a junior in college, I felt a certain sense of shame because I could not name 10 chemical engineering-related companies, when in fact there are hundreds of companies which hire ChemE's.

[From an alumnus]: Encourage the students to view the course as representative of things that real chemical engineers do. Because of this, the hard work is very worthwhile, far beyond the value of getting a good grade. Some graduates (like those who go to medical school) will not use the material very much, but for many others it will be the very core of the value they present to their future employers. Particularly for people in process engineering, in research and development, or for others in the process industries, they will return to the content of this course over and over again. My group essentially applies all the classical chemical engineering approach using the latest advances, but all our work has engineering as a foundation. We use these ideas continuously to the point of them being second nature to us.

[From an alumnus]: Embrace engineering with all its good and bad. We all love the title and the smugness we get from telling people "I'm an engineer, a CHEMICAL engineer." Kind of like "Bond, James Bond." I feel good about it because I survived it, because I sacrificed to get it, and because I wanted it more than anything else - other than my family.

At this point, you may be thinking one of two things: (1) "This isn’t so bad, I think I can probably handle it if I just discipline myself to follow some of these common sense tips;" or (2) "Why would anyone want to survive such a hellish major…and where do I submit my drop form?" If you’re inclined to (2), let me offer some words of advice before you run screaming to Registration and Records.

First, engineering is an exciting career field and is worth investing your time and effort. You will be able to work in a number of different industries. You will have the skills to perform many different job functions, including research and development, process engineering, project management, sales, marketing, environmental assessment, quality assurance, technical support, information technology, and management. Many companies specifically target engineers as new hires because they have found them to have a broad skill set and a strong work ethic.

Second, others no smarter than you—and many not as smart—have trod this path before and lived to tell about it. Engineering alumni frequently cite the importance of problem-solving and teamwork skills that were developed during the engineering curriculum. And all those horror stories about 50% of the class getting F’s are not true—just look at recent grade distributions. In my Fall 2002 section of CHE 205, 70% of the class—those who stuck it out—got A’s or B’s.
Lastly, if you think you’re the only one with doubts, think again. The quotation that follows is from an article about the “Impostor Phenomenon,” which is like a tape that people play inside their heads.

If you’re an engineering student looking around at your classmates, the tape goes something like this: "These people are good—they understand all this stuff. They really belong here...but I don’t. Over the years I’ve somehow managed to fool them all—my family, my friends, my teachers. They all think I’m smart enough to be here, but I know better...and the very next hard test or hard question I get in class will finally reveal me as the impostor I am." And what would happen next is too horrible to contemplate, so at that point you just rewind and replay the tape. What you don’t know is that almost everyone else in the class is playing the same tape, and the student in the front row with the straight A average is playing it louder than anyone else. Furthermore, the tape is usually wrong. If you survived your first year of engineering school, you almost certainly have what it takes to be an engineer. Just remember all your predecessors who had the same self-doubts you have now and did just fine. You do belong here, and you’ll get through it just like they did. Try to relax and enjoy the trip.\(^1\)

So anchor your kayak, strap on your backpack, and let’s begin. Contrary to rumors you might hear, the natives are not hostile, and some of your fellow travelers actually look somewhat friendly. There may be some spine-tingling adventures ahead, some precarious positions to get through, and a few death-defying moments, but I assure you that the view from the heights is worth the climb.

This Student Handbook contains important information about the University of Kentucky, College of Engineering, Paducah Campus. Current policies, procedures and your responsibilities are clearly defined herein. It is prepared with you, the student, in mind. You should consult the Student Services Office regarding any questions not answered in the handbook.

The University of Kentucky and the College of Engineering reserve the right to revise these policies and guidelines with or without prior notice, and to depart from the policies and guidelines in individual circumstances where it is deemed advisable to do so. The provisions of this handbook do not constitute a contract between the student and the University of Kentucky or the College of Engineering.

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