

# EERE Advising Manual

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## Contents

<b>1</b>	<b>Disclaimer</b>	<b>2</b>
<b>2</b>	<b>Electronic advising resources</b>	<b>3</b>
2.1	Websites . . . . .	3
2.2	Email addresses . . . . .	4
<b>3</b>	<b>General EERE Advising</b>	<b>4</b>
3.1	Advisor PIN . . . . .	4
3.2	Application for Degree . . . . .	4
3.3	Challenging courses . . . . .	5
3.4	Course substitutions . . . . .	5
3.4.1	Instructions for students . . . . .	5
3.4.2	Instructions for advisors . . . . .	6
3.5	Complete withdrawal . . . . .	8
3.6	Credit for prior degree . . . . .	8
3.7	Delayed entrance into the program . . . . .	9
3.8	Declaring majors/minors . . . . .	9
3.8.1	What-if analysis . . . . .	9
3.9	Dual enrollment credits . . . . .	9
3.10	Major codes in the EERE department . . . . .	10
3.11	In Progress Grade . . . . .	10
3.12	Insufficient courses which have been approved . . . . .	10
3.13	Prerequisite Overrides . . . . .	10
3.14	Registration - Instructions for students . . . . .	13
3.15	Registration codes . . . . .	14

3.16	Registration overrides . . . . .	15
3.17	Students working in restricted areas . . . . .	17
3.18	Third parties present during advising appointments . . . . .	17
3.19	Withdrawals signatures . . . . .	18
<b>4</b>	<b>Program-specific advising</b>	<b>18</b>
4.1	BSREE . . . . .	18
4.1.1	Credit for work/internship experience . . . . .	18
4.1.2	Graduate classes as technical electives in BSREE . . . . .	18
4.1.3	Graduate sequences as senior sequences . . . . .	19
4.1.4	Math/Science electives . . . . .	22
4.1.5	REE technical electives definition . . . . .	22
4.1.6	REE electives satisfied by non-Oregon Tech courses . . . . .	22
4.2	4+1 BSREE/MSREE . . . . .	22
4.2.1	Accessing BS and MS records in Degree Works . . . . .	22
4.2.2	Application for Degree for 4+1 students . . . . .	23
4.2.3	Catalog year applicable for graduation . . . . .	23
4.2.4	Using a specialization sequence in place of Energy En- gineering sequence . . . . .	23
4.3	MSREE . . . . .	23
4.3.1	Application for Degree for MSREE students . . . . .	23
4.3.2	Commencement . . . . .	23
4.3.3	Defense date . . . . .	24
4.3.4	Post-defense actions . . . . .	24

## List of Figures

1	Flow chart to determine if a prerequisite override applies. . . . .	12
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## 1 Disclaimer

This information complementary to the Academic Advising Handbook found in the website Advising A - Z. This contents presented here are a compilation of advising instructions shared in email form mostly from Anne Manilowski, Cristina Crespo, Hope Corsair, and staff at the Registrar's office in Klamath Falls; as well as documentation of best practices, lessons learned, advising questions and cases in the EERE department.

## 2 Electronic advising resources

### 2.1 Websites

- Advising A - Z: <http://www.oit.edu/faculty-staff/resources/academic-advising-handbook/advising-a-z>
- Catalog: <http://www.oit.edu/registrar/registration/catalog>
- College level examination program (CLEP):  
<http://www.oit.edu/docs/default-source/registrar-documents/clep-course-equivalencies.pdf?sfvrsn=4>
- Course challenge (credit by examination) policy and procedure:  
<http://www.oit.edu/docs/default-source/registrar-documents/credit-by-exam-form.pdf?sfvrsn=0>
- DegreeWorks: <http://www.oit.edu/registrar/degree-works>
- Course search:  
<http://www.oit.edu/wilsonville/academics/course-search>
- Department chairs and program directors:  
<http://www.oit.edu/docs/default-source/provost-documents/department-chairs-program-directors.pdf?sfvrsn=6>
- Graduation: <http://www.oit.edu/registrar/graduate>
- Immunizations: <http://www.oit.edu/campus-life/student-health/medical-clinic/services/immunizations>
- MyOIT logins: <https://my.oit.edu>
- Prerequisites: <http://www.oit.edu/registrar/registration/prerequisite-checking>
- Registrar's office forms: <http://www.oit.edu/registrar/forms>
- Registration holds:  
<http://www.oit.edu/registrar/registration/holds>
- Transfer Articulations: [https://banweb.ous.edu/oitprd/owa/oitcas\\_web.p\\_Dispequivalencies](https://banweb.ous.edu/oitprd/owa/oitcas_web.p_Dispequivalencies)

## 2.2 Email addresses

- Cashier: cashier@oit.edu
- Degree Works: degreeworks@oit.edu
- Integrated Student Health Center: health@oit.edu

## 3 General EERE Advising

### 3.1 Advisor PIN

The advisor PIN for new students is *newstu*. The advisor PIN for all Wilsonville students is *oitpdx*. Klamath Falls students receive their PIN number from their advisors.

### 3.2 Application for Degree

Students attempting to graduate need to submit an Application for Degree form (available at the Registrar's Office website, two terms before graduation).

#### Steps

1. Student runs a degree audit  
Instructions: Log into DegreeWorks through Web for Student to verify that all your transfer courses and course substitutions have been adequately processed. DegreeWorks defaults to the catalog year when the student first enrolled at Oregon Tech. If a different catalog of graduation is selected, run a degree audit by clicking on the "What If" button in DegreeWorks and choosing the appropriate catalog year. If there is anything amiss, please fill out a course substitution form (see section 3.4).
2. Fill out an Application for Degree (available at the Graduation website), and submit course substitutions (section 3.4) if necessary.
3. Students submit all applications to the department administrative assistant through the end of week 11. At the end of week 11, they

distribute applications for degree to corresponding advisors for review and approval.

4. Advisors review and sign applications for degree. For applications that have been approved, Anna or Allison forward signed applications and paperwork to the Registrar's office. For applications that are not approved, Anna or Allison e-mail the student letting them know their application has not been approved and asking them to schedule an advising appointment.

### **3.3 Challenging courses**

Students may be able to obtain credit by examination in some cases. Students who would like get credit for some courses can consider the College Level Examination Program exam (CLEP). The Calculus CLEP exam can be used to get credit for MATH 251. Otherwise, Math courses are considered non-challengeable in the EERE department.

### **3.4 Course substitutions**

Only approved courses with same or higher number of credits can be used for substitutions. Depending on program requirements, grade may need to be C or better in some cases. Course substitution procedure is available at the Registrar's office forms website under Additional Resources. The course substitution procedure is initiated by the student.

#### **3.4.1 Instructions for students**

1. Use electronic form.  
The course substitution form is available as a fillable PDF on the Registrar's office website. Please fill out course subs electronically for readability. Occasional changes/additions by hand are acceptable. The "Justification" field is left blank.
2. Attach supporting documentation.  
When a course substitution is submitted for a transferred course (as opposed to a sub for a different Oregon Tech course), provide a course description or syllabus.

3. Submit course substitutions as early as possible.  
Course substitutions take time to be processed and approved. If a course substitution is denied, you will need time to review your academic plan with your advisor.

### 3.4.2 Instructions for advisors

1. When you receive the course substitution form, make sure it is complete, the substituting course has been approved, and proper documentation is provided.
2. If the substitution applies, write down a valid justification in the appropriate field.

Examples of valid justifications:

- Courses are substantially equivalent
- Course is approved as a valid EE elective (or as a valid REE elective, Math/Science elective, etc.)
- Course approved as a valid substitution for purposes of meeting BS(R)EE degree requirements (typically done for non-EERE courses that are not exactly equivalent to the Oregon Tech course and thus will not be approved as equivalent by the corresponding department chair, but that we consider sufficient to meet our degree requirements - e.g., someone may have completed a course in Engineering Economy that is not completely equivalent to MGT345, but that we consider has sufficient and adequate content to meet the BSEE degree requirements)

Examples of invalid justifications:

- Courses are substantially equivalent (when they are NOT. Common mistake: substituting algebra-based courses for calculus-based ones)
- Course is approved as a valid (R)EE elective (for courses that aren't. Common mistake: Math/Science courses are NOT approved as valid technical electives, and cannot be used to substitute any technical -EE, ENGR, REE, CST, etc. - course,

and vice versa. Common exception: ANY course can be used to sub a lower math course up to MATH252. If a student has completed MATH252, for example, they can use a CST course to sub for MATH251. This is an exception made by the Math department for all majors, not an EERE-specific exception, and a course sub from us is typically not needed).

- Student has demonstrated knowledge of the material in REE XXX, so MECH XXX is used as a substitute (Must specify HOW student has demonstrated knowledge of the material in a particular degree requirement. Is it because (s)he has completed a higher level course in the same topic? A credit-by-exam (which would require no course sub)?)
  - Student has completed enough credits to earn a BS degree, therefore EE XXX is substituted with CST XXX (having too many credits is never a valid justification for substitution)
  - Advisor mistakenly told student that this course would transfer as EE xxx.
3. Encourage your students to submit course substitutions as early as possible to allow for processing, and in case of a denial, an alternative plan of action.
  4. If you detect courses have not been appropriately transferred, ask students to submit course substitutions along pertinent documentation.
  5. Don't make promises you can't keep. NEVER tell an advisee that a course will be transferred as something else, or that a course will be used to substitute for something else. Tell them instead that they can submit a course substitution request, which if and when approved, will be reflected in their DegreeWorks. Anything that has not been approved and entered in DegreeWorks is NOT official. Please train your advisees to periodically check their DegreeWorks (at least once a year, preferably more often) and make sure it is accurate and up-to-date, especially if they are dual-enrolled or regularly transferring courses from another school.

Advisor's and Department Chair's signatures are always required.  
Academic Area chair's signature is required When a course needs to be

determined that is equivalent (i.e. LDT 000 substituting HUM 000).  
Program requirements do not need Academic Area chair's signature.

### **3.5 Complete withdrawal**

When a student does a complete withdrawal in a term (dropping all courses), instructor and advisor acknowledgment are not necessary - only the business office for tuition/fee and financial aid recalculation.

### **3.6 Credit for prior degree**

Post-Baccalaureate (post-bac) students in the EERE department with a prior Bachelor of Science or Bachelor of Arts degree will receive credit for the following courses:

- SPE 111 Fundamentals of Speech
- SPE 321 Small Group and Team Communication
- WRI 121 English Composition\*
- WRI 122 English Composition\*
- WRI 227 Technical Writing\*\*

3 credits of Advanced Writing Elective

9 credits of humanities electives

6 credits of social sciences electives

\*A writing placement test is recommended for international students with a prior BA or BS degree to increase their chances of success in the program.

\*\*WRI 227 Technical Writing is recommended for post-bac students with prior degrees in non-technical areas and international students.

Students from partner community colleges should consult the transfer guides based on Transfer Articulation Agreements with partner community colleges to find out which courses transfer directly into our programs.

Transfer students from other colleges and universities should consult the Transfer Equivalencies website to find out which courses are equivalent to Oregon Tech courses. Not all transferable courses satisfy the requirements for the BSREE degree.



### **3.7 Delayed entrance into the program**

If a student has been admitted to Oregon Tech but has decided to postpone the start of his/her studies, the students should go into his/her application and update it with a new start term. For additional questions, contact Admissions.

### **3.8 Declaring majors/minors**

In order to better track students, their course needs, and to make sure they are taking the appropriate classes, in DegreeWorks list any minors, emphases, or certificates that students are working on. There are many ways to declare minors, emphases, and certificates. An easy one is for the student or advisor to email DegreeWorks and ask that something be added to their record.

#### **3.8.1 What-if analysis**

The What-if analysis in DegreeWorks allows students to process speculative degree audits based on major and catalog academic year using current class history. Consult the FAQ section in the DegreeWorks website.

### **3.9 Dual enrollment credits**

If the student is receiving financial aid and using Oregon Tech as their home school then they must be admitted and take no less than 6 credits at OIT and report credits taken at the community college to the Financial Aid office and provide proof of the courses and that they meet credits toward the degree.

If they are dual and not taking a course with Oregon Tech and only taking courses at the CC then yes that is fine also. If there is Financial Aid involved they would use the Community College as the home school. They will need to change the start date for OIT so their OIT record is kept open until they are ready to take classes.

### **3.10 Major codes in the EERE department**

The following abbreviations are used in Web for Faculty to describe majors in the EERE department:

BDER	Dual degree EE with REE
BDRE	Dual degree REE with EE
BDRN	Dual degree REE with Environmental Sciences
BEE	Bachelor of Science in Electrical Engineering
BEET	Bachelor of Science in Electrical Engineering Technology
BREE	Bachelor of Science in Renewable Energy Engineering
DMOE	Dual major in Optical Engineering
DMSE	Dual major in Systems Engineering and Technical Management
MREE	Master of Science in Renewable Energy Engineering

### **3.11 In Progress Grade**

A general description of In Progress (IP) grades can be found in the General Catalog, in the section "Grading System" under "Academic Policies and Procedures". IP grades can be used for capstone projects, master thesis, or master projects. To issue an IP grade, instead of submitting the grade online, fill out the form "Request for In Progress Grade" and fax it before the final grades deadline.

### **3.12 Insufficient courses which have been approved**

In some cases courses previously approved which have the same subject and number that a course listed In Progress may be listed under the "Insufficient" category in DegreeWorks. Some examples are courses with numbers 307, 407, or 507, and capstone courses ENGR 465. The reason for this is that DegreeWorks views them as being duplicates. All these courses will fall into place once all are graded and no longer In Progress.

### **3.13 Prerequisite Overrides**

Prerequisite overrides are required when a student is taking/has taken the prerequisite for a class, but the prerequisite has not been registered in the system. Use Figure 1 to determine if a prerequisite override applies or not. The form for Prerequisite Overrides is available at the Registrar's office

website. To determine who the appropriate Department Chair is for signature please use the course not the students major. A list of department chairs is available here. Forms must be filled out completely, including proper justification, otherwise, forms will be returned unprocessed.

Justification for prerequisite overrides must involve a course substitution form that is being processed, or the student transcripts.

Prerequisite overrides do not apply if a student has not approved the prerequisite for a course, or if the student is not taking the prerequisite course the current term.

Signed prerequisite override forms should be submitted to the Registrar's office of the corresponding campus.

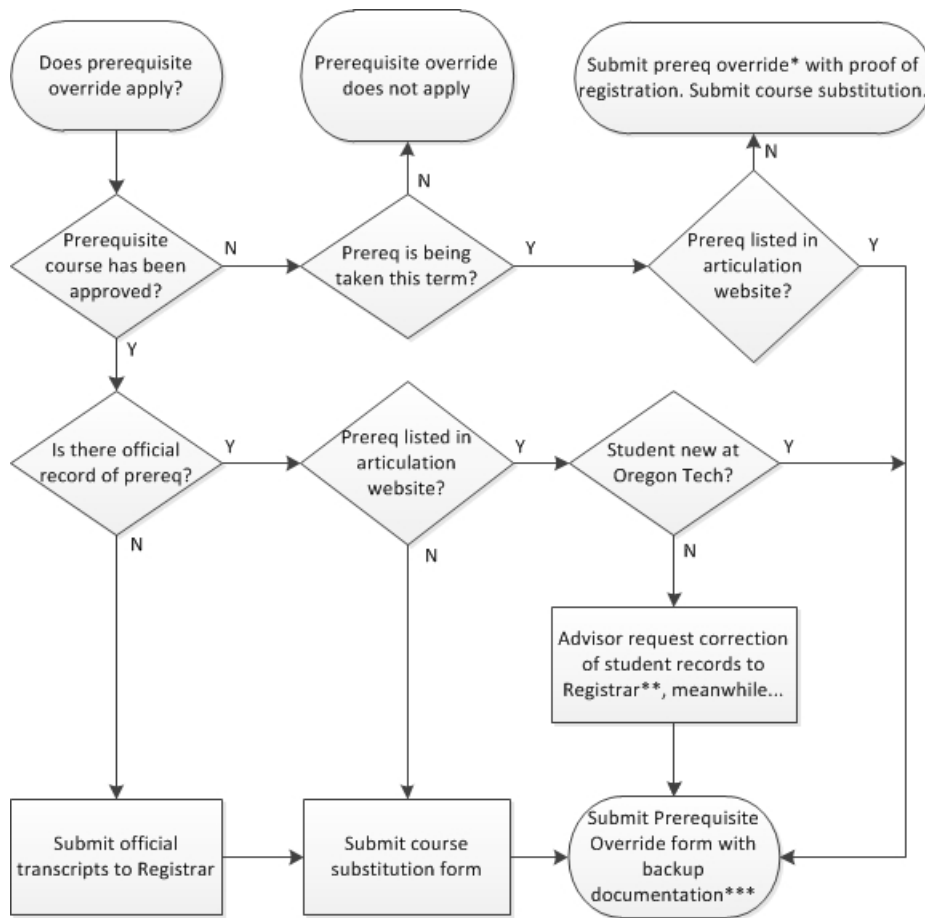


Figure 1: Flow chart to determine if a prerequisite override applies.

\* Wilsonville students may request prerequisite override by email to Wilsonville Registrar’s office, using the format found by clicking the lower right button in Prerequisite Checking website.

\*\*Contact the Registrar’s office at corresponding campus. Example of advisor email to Registrar’s office: John Doe (918XXXXXX) took XXX XXX course at College Name, as shown in his transcript in record, but DegreeWorks doesn’t show that this course transferred, even though the course is equivalent according to the OIT Articulation website. Could you help us to fix the student’s record?

\*\*\* Backup documentation includes copies of registration, course substitution forms, unofficial transcripts.

### 3.14 Registration - Instructions for students

1. Use the course search website to determine the Oregon Tech courses you will take. Course descriptions list the prerequisites for each course. Check with your academic advisor if you are unsure of the courses you should take. If a course requires instructor approval, submit your request to the instructor as soon as possible.
2. Verify you have the appropriate prerequisites, by checking your DegreeWorks Audit through Web for Student.
  - If you have met the prerequisite (or are currently registered for it at Oregon Tech), DegreeWorks will show that.
  - If you already completed the prerequisite at another institution, please have an updated official transcript sent to our University Registrar's office.
  - Work with your academic advisor now if you will need a prerequisite override (section ??). If a course substitution is also necessary, see course substitution directions (section 3.4).
  - If you are enrolled in a course at another institution fall term, and that course is in our transfer equivalence table as the equivalent of the prerequisite, submit a prerequisite override form (see Figure 1), with a copy of your proof of current enrollment. Submit an official transcript sent to the University Registrar's office in Klamath Falls when term grades are posted. Failure to have the official transcript sent will cause you to be dropped at the beginning of the following term. Students who are dual-enrolled in our records (and do not have holds at the other institution) should not have to have official transcripts sent at the end of the term.
3. Resolve any holds that might prevent you from registering. It is important to check for holds in Web for Student to ensure that no holds have been added since the last time you registered. Examples of common holds are:
  - AP (academic probation) hold: Registration will be done by the Registrar's once the AP hold is removed, so please complete the

add/drop form (available at the Registrar's Office website), obtain your advisor's signature, and submit to Registrar's office. In Wilsonville: Kathy Hulme or Anne Manilowski.

- BU hold: It usually means a past due balance. Check CashNet (available through your Web for Student), and contact the cashier or visit our Wilsonville Cashier for resolution.
- HE hold: It usually means the Integrated Student Health Center is missing documentation regarding your required immunizations. Contact the Integrated Student Health Center for clarification.
- If you have a hold not mentioned above, Registrar's office in Klamath Falls or Wilsonville staff may direct you to the appropriate department.

4. Once you are prepared to register using Web for Student, you will enter your advisor PIN. Students in the Management (IT, OM, etc.) and Software/Embedded Departments will contact their advisors for PINS. All other Wilsonville students' Advisor PIN is *oitpdx*.
5. If a class is full, students will have the opportunity to be waitlisted in Web for Student. If space becomes available, you will be registered later.

### **3.15 Registration codes**

These are some of the registration codes commonly found in the Student Status Report in Web for Faculty:

RW	Student registered on Web for Student
DW	Student dropped on Web for Student before the term began
CW	Student dropped on Web for Student the first week of class
RE	Someone in the Registrar's office registered the student
DD	Someone in the Registrar's office dropped the student before the term began, or the student switched to another section of the same course
DC	Someone in the Registrar's office dropped the student during the first two weeks of the term
RR	Someone in the Registrar's office re-registered a student for the same course they dropped
AW	Someone in the Registrar's office administratively withdrew the student during the first two weeks of the term because the instructor requested it, due to missing two classes in a row without communicating with the instructor
WC	Someone in the Registrar's office dropped the student after the first two weeks of the term (a W shows on the transcript)

### 3.16 Registration overrides

1. Go to Web for Faculty → Faculty Menu → Faculty Menu → Class Management Menu.
2. Go to Registration Overrides. Make sure that the Term for registration is correct.
3. Select the name of the student that will need to register into your course (i.e. ENGR 465 or REE 599).
  - If you don't find the student name here is because he/she hasn't register for any course yet. To find the student name go a couple of screens back, select the current term and student name. Then continue until you are at step 2.
4. In the next screen, under "OVERRIDE" select the reason for the override:

OVERRIDE CODE	USED FOR/EXAMPLE
CAMPUS	Allow a Klamath Falls or Online student to register for a Wilsonville course.
CLASS	Example: Allow a Junior to register for a class restricted to Seniors. We have very few class restrictions.
CLOSED	Allow a student to register for a closed class which does not have waitlisted students; different than waitlist.
COHORT	Not used in Wilsonville.
COREQ	Not used in Wilsonville.
FIELDSTUDY	Allow student to register for a course that has a field of study restriction. Rarely used in Wilsonville.
INSTR OK	Allow a student to register for a course that has Instructor Authorization Required. Used for Capstone and some Masters courses.
LEVEL	Allow an undergraduate student to register for a graduate level course.
LINK	Allow a student to register for a lecture or lab without the lab or lecture.
PREREQ	Allow a student to register without the prerequisite on file. This should not be an option on your screen.
TIME	Allow a student to register with a time conflict.
WAITLIST	Allow a waitlisted student to register.

In most cases the override code would be INSTR OK (instructor approval) or WAITLIST. Prerequisite overrides are processed through the Registrar's office.

5. Select the corresponding course next to the reason for the override.
6. Click "SUBMIT"
7. Review the information and click "SUBMIT".
8. Go BACK



9. If you need to provide approval for another student, click "Student" at the top of the page and select name.
10. Repeat steps 2-8 for EACH student that need to register into your course.

### **3.17 Students working in restricted areas**

Laboratories, workshops, and classrooms are considered restricted areas. Students who need access to these areas due to the nature of their work (i.e. Master research, and a limited number of capstone project students) need to submit a laboratory access authorization form available through their project advisor. In addition to these students, only lab monitors have access to restricted areas.

Students are not authorized to continue working on campus on their project once they have graduated due to liability issues. On the other hand, Oregon Tech, as a public institution, cannot justify the use by third parties of resources intended for students.

### **3.18 Third parties present during advising appointments**

It is at the discretion of the student to bring a third party to the advising appointment. Beyond the initial advising appointment the advisee should provide an explicit agreement (through a File Authorization form or verbally) to have the third party present, with the understanding that FERPA protected information may be discussed.

If the authorization is provided verbally, the student must be present during the advising appointment.

If a File Authorization form has been issued, advisors must still be able to identify them in person as the authorized individual (i.e., driver's license or other form of ID) before they can release the information. In these situations, information should only be released in person, not over the phone.

### **3.19 Withdrawals signatures**

Use the Add/Drop form found in the Registrar's office website to obtain the appropriate signatures. Students should communicate with the instructor to know that it is in his/her best interest to withdraw, rather than receive an undesired grade. Sometimes students aren't doing as poorly as they perceive. Students should communicate with the advisor to understand how the withdrawal will affect his/her graduation progress, i.e. dropping a class that is a prerequisite for another class offered once per year.

## **4 Program-specific advising**

### **4.1 BSREE**

#### **4.1.1 Credit for work/internship experience**

According to the ABET approved curriculum for BSREE, no credit is given based on internship or work experience. Although internships do not count as credits, they represent a huge benefit for students by the time they are ready to look for a job as engineers, particularly if they are in the field.

#### **4.1.2 Graduate classes as technical electives in BSREE**

REE 500-level courses cannot be used to satisfy REE 300- or 400-level required courses. However, according to the definition for REE technical electives (section 4.1.5) BSREE students may meet their technical elective requirement by taking a MSREE courses if the following conditions are fulfilled:

- student has senior standing
- student GPA is 3.0 or above
- student has satisfactorily fulfilled the undergraduate prerequisites for an upper level course at the instructor's discretion. Some examples include, but are not limited to the following cases:
  - REE 337 or EE 343 are prerequisites for courses in the Photovoltaic Systems Processing sequence (REE 525, REE 545, and REE 565)

- CHE 260 and REE 33X are prerequisites for courses in the the Electrochemical Energy Storage Sequence (REE 581, REE 592, REE 593). REE 581 may be corerequisite with REE 33X with instructor approval.

- REE 253 and PHY 222 are prerequisites for courses in the Wind Power Systems and Integration sequence (REE 527, REE 547, REE 567).

- MECH 318 is prerequisite for courses in the Hydro Power Systems and Integration sequence (REE 539, REE 559, REE 579).

- both the academic advisor\* and the course instructor provide their permission to take the class for graduate credit before registering. If they are the same faculty member, you are required to get permission from the course instructor and the undergraduate program director.\*
- pay graduate tuition for the graduate courses you take
- fill out a course substitution form in order to meet the requirements for graduation.

\*Course instructors: In order to grant instructor approval, you need to receive an email from the academic advisor or the undergraduate program director stating with the following text:

John Doe (918XXXXXX) has senior standing and has my permission to register for REE 5XX (Course Name) as an undergraduate during the term (Fall/Winter/Spring/Suimmer) YYYY.

#### **4.1.3 Graduate sequences as senior sequences**

With permission from both the academic advisor and the course instructor, students may meet their BSREE senior sequence requirement by taking a three-class MSREE specialization sequence with the restrictions listed below.

- have senior standing
- student GPA is 3.0 or above

- student has satisfactorily fulfilled the undergraduate prerequisites for an upper level course at the instructor’s discretion
- get permission from both your academic advisor\* and the course instructor to take the class for graduate credit before registering. If they are the same faculty member, you are required to get permission from the course instructor and the undergraduate program director.\*
- successfully complete a three-class graduate sequence
- pay graduate tuition for the graduate courses you take
- fill out a course substitution form in order to meet the requirements for graduation.

\*Course instructors: In order to grant instructor approval, you need to receive an email from the academic advisor or the undergraduate program director stating with the following text:

John Doe (918xxxxxxx) has senior standing and has my permission to register for the following graduate sequence as an undergraduate during the academic year \_\_\_\_\_ - \_\_\_\_\_:

Fall	Course number REE 5_____	Course Title: _____
Winter	Course number REE 5_____	Course Title: _____
Spring	Course number REE 5_____	Course Title: _____

Students may not:

- take three individual graduate classes from different sequences – all courses must be from the same sequence
- take the Research Methods and Innovation sequence (REE 511, 512, 513) or the Energy Engineering sequence (REE 515, 516, 517)

The following graduate sequences can currently be used to satisfy undergraduate senior sequences:

**Photovoltaic Systems Processing**  
*(Minimum prerequisite: REE 337 or REE 343)*

REE 525 Solid State Physics of Photovoltaic Materials  
REE 545 Applied Photovoltaics  
REE 565 Semiconductor Processing Engineering

### **Electrochemical Energy Storage**

*(Minimum prerequisite: CHE 260 and REE 33X. REE 33X can be corerequisite for REE 581 with instructor approval)*

REE 581 Energy Storage Fundamentals  
REE 592 Advanced batteries  
REE 593 Advanced fuel cells

### **Wind Power Systems and Integration**

*(Minimum prerequisite: REE 253 and PHY 222)*

REE 527 Wind Power Generators  
REE 547 Electric Power Conversion  
REE 567 Wind Energy Systems Integration

### **Hydro Power Systems and Integration**

*(Minimum prerequisite: MECH 318)*

REE 539 Hydraulics & Fluid Mech. of Hydropower  
REE 559 Development of Hydropower  
REE 579 Economic, Regulatory, and Environmental Aspects of Hydropower

The following MSREE specialization sequences are cross-listed with corresponding undergraduate courses.

### **Electric Power Systems**

REE 529 Power Systems Analysis (REE 453)  
REE 549 Power System Protection and Control (REE 454)  
REE 569 Grid Integration of Renewables (REE 469)

### **Geothermal Energy**

REE 531 Ground-Source Heat Pumps (REE 451)  
REE 551 Advanced Geothermal Energy (REE 407)  
REE 571 Geothermal Power Generation (REE 407)

### **Energy Efficient Building Systems**

REE 533 Heating, Ventilation and Air Conditioning (MECH 433)  
REE 553 Energy Systems Management and Auditing (REE 439)  
REE 573 Energy-Efficient Building Design (REE 455)

#### **4.1.4 Math/Science electives**

Students graduating under catalog year 2012-13 and before are required to take a Math/Sci elective course. The preferred recommended course is MATH 341, as this course replaced Math/Sci requirement in the BSREE curriculum from catalog year 2013-14 and afterwards.

Courses that qualify as Math/Science electives are courses with prefix MATH, PHY, CHE, BIO, etc. The courses cannot have substantial overlap with degree requirements (that excludes MATH371, PHY201/202/203, CHE221/222).

CST, EE, REE, EET, MET, MGT, etc. prefix courses do NOT qualify as Math/Science electives.

#### **4.1.5 REE technical electives definition**

Students in the BSREE program are required to complete 15 credits of technical electives classes. At least 3 of these classes must be REE 300-level or above and up to two courses from the following list: 300- or 400-level EE courses (except for EE320), ENGR42X, or SEM42X. No more than three 1-credit courses are allowed.

#### **4.1.6 REE electives satisfied by non-Oregon Tech courses**

In general, courses other than those that fall under the definition listed in section 4.1.5 cannot be used to satisfy REE technical electives requirements. Individual requests can be evaluated by the advisor, program director, and department chair on a one-on-one basis.

## **4.2 4+1 BSREE/MSREE**

### **4.2.1 Accessing BS and MS records in Degree Works**

Select BS in the Degree drop box at the top of the DegreeWorks audit. Load the BS audit and click on Planner. If the BS degree option is not available, ask the Registrar's office to add the BSREE degree back to the student's record.

#### **4.2.2 Application for Degree for 4+1 students**

All students must submit one Application for Degree two terms before their last term (section 3.2). All graduate and undergraduate courses that need to be taken until graduation must be listed. The undergraduate advisor signs the form. The graduate advisor can answer questions regarding graduate requirements.

#### **4.2.3 Catalog year applicable for graduation**

If a student is using a catalog year prior to 2013-2014 for his or her BS degree, he or she may use different catalog years for BS and MS if enrolled in the 4+1. If students are using catalog year 2013-2014 or more recent, they must meet the 4+1 requirements as laid out in any single catalog they are eligible to use. (Blanket waiver approved on 3/10/15).

#### **4.2.4 Using a specialization sequence in place of Energy Engineering sequence**

If a student takes a specialization sequence in place of the REE 515, 516, 517 sequence, a Course Substitution Form needs to be submitted (see section 3.4). After the course substitution has been processed, DegreeWorks should show that the Energy Engineering sequence requirement has been fulfilled.

### **4.3 MSREE**

#### **4.3.1 Application for Degree for MSREE students**

All students must submit one Application for Degree two terms before their last term (section 3.2). All courses that need to be taken until graduation must be listed.

#### **4.3.2 Commencement**

To participate in commencement, fill out and submit a Walk Form, available at the Graduation website. Only MSREE students who have fulfilled all their coursework and project/thesis requirements will be allowed to participate in the commencement ceremony.

### **4.3.3 Defense date**

Thesis and projects must be defended by mid-May. Students must sign up for a time slot and provide the following information:

- Name
- Thesis or project title
- Committee members' names

### **4.3.4 Post-defense actions**

Obtain signatures in the Final Approval Form, available at the Graduation website, and submit it to the Library along the final copy of your thesis or project.