Course Selection Worksheet for First-Year Students
College of Engineering

STEP 1: Print Course Selection Worksheet

STEP 2: Review existing fall course schedule

*Does Engineering Seminar ENGRG 1050 appear on your schedule?
  Yes ________
  *No ________
  *If no, contact Engineering Advising immediately

STEP 3: Engineering Math
  MATH 1910 ________
  MATH 1920 ________
  MATH 2930 ________
  MATH 2940 ________

STEP 4: Science
  Chemistry
    CHEM 2090 ________
    OR
    CHEM 2150 ________
  Physics
    PHYS 1112 ________
    OR
    PHYS 2213 ________
    OR
    PHYS 2214 ________

  Biology - select one BIO, only if you are strongly considering Biomedical (BME) or Biological Engineering (BEE)
    BIOMG 1350 ________
    BIOG 1440 ________
    BIOEE 1610 ________ (not for BME)

STEP 5: Intro to CS or ENGRI
  Select either CS or ENGRI (EXCEPTION: If you are not enrolled in CHEM 2090, will not enroll in Biology, and cannot enroll in Physics, you may wish to enroll in both CS and ENGRI):
    Intro to Engineering (ENGRI 1XXX) ________
    Intro to Computing (CS 1110/1112/2110/2112) ________

STEP 6: Academic Excellence Workshops (listed as ENGRG)
  MATH AEW ________
  CHEM AEW ________
  CS AEW ________

STEP 7: Physical Education
  PE ________

STEP 8: Pre-enroll for classes (Student Center) July 8-17 ________
  Each course, discussion, lab, etc. in which you will enroll will have a 4-5 digit number. This number is the means by which you will enroll on Student Center, so it is important that you prepare a list of options for your specific courses, discussions, and labs, etc. and their respective 4-5 digit numbers.

STEP 9: First-Year Writing Seminar
  Submit ballot for 5 preferences July 8 – 19 ________

Questions? Contact Engineering Advising: (607) 255-7414 or adv_engineering@cornell.edu
Tips for pre-enrollment...

- Read each step in the course selection and pre-enrollment process instructions on the Engineering First-Year Planning website (do not use a mobile device or tablet to view website, it displays best on a laptop or desktop monitor).

- Read all of these pages including the tips, the Final Reminders and “what to do if a class is full”.

- Print and complete the Course Selection Worksheet BEFORE pre-enrollment begins on July 8th.

- Pre-enroll starting at 9:00 a.m. on July 8th.

- Use these resources as you select and prepare to pre-enroll in your fall courses:
  - Cornell Courses of Study (course descriptions of all courses offered in the coming year)
  - Fall Course Roster (list of courses that includes the specific days and times they are offered)
  - New Students website and Office of the University Registrar
  - The New Student website FAQ about course enroll
  - An overview of the general Engineering Curriculum in the Engineering Undergraduate Handbook
  - Information about advanced placement and transfer credit.

- Consider checking out these resources, which may be helpful “tools” during course selection and pre-enrollment. Please note: these are not endorsed or managed by Cornell and do not replace the previous identified resources (bullet above) or the need for you to enroll through Student Center, but you may find them useful in thinking about and/or planning your schedule.
  - Chequered http://cornell.chequerd.com/
  - Coursepad.me https://coursepad.me/#didimport
  - Apt Student http://www.aptstudent.com/

- Each course, discussion, lab, etc. in which you will enroll will have a 4-5 digit number. This number is the means by which you will enroll on Student Center, so it is important that you prepare a list of class numbers for the different options of your specific courses, discussions, and labs, etc. and their respective 4-5 digit numbers. The class number is not the same as course name. For example, for Math 1910, the class numbers are: 6010 (8:00am lecture), 6012 (9:05am lecture) and 6013 (10:10 lecture).

- Once logged into Student Center, remember, there are three steps to adding a class, it is recommended you complete all three steps each time you want to add a class:
  - Select a Class (and set Enrollment Preferences);
  - Confirm Your Request; and
  - Finish Enrolling.
  - A class is not added until you complete all three steps.

- Remember, it is ok for you to pre-enroll in classes that are 10-15 minutes apart.

- During pre-enrollment you can log-in and make changes (add, drop, etc.) on Student Center as many times as you like (Student Center is accessible 24-7). Swapping is not recommended, as most courses in which you will be pre-enrolling have multiple components (i.e., lectures, discussions, labs, etc.) and swapping does not always work properly with such courses.

- If you are having difficulty getting a class, keep trying! Throughout pre-enrollment (departments may add more seats, other students may drop, etc. so availability may change). Please remember you may not have the luxury of getting your ideal schedule and time slots. READ ADDITIONAL INFORMATION BELOW ABOUT “What to do if a class is full”
Print a copy of your fall schedule to confirm you have pre-enrolled properly. Keep a copy of your fall course schedule for your records.

Complete your fall pre-enrollment **before** balloting for your First-year Writing Seminar. **When completing your ballot, be sure that you do not request any seminars that conflict with the courses in which you have pre-enrolled.**

At the end of the pre-enrollment period you will not be able to make changes to your schedule until Add/Drop begins during Orientation in August. It is understandable that you may be anxious if you are do not have all of your desired classes or have concerns about your schedule at the end of pre-enroll. You will most likely be able to work out any scheduling issues after you meet with your Faculty Advisor during Orientation (prior to the beginning of the Add/Drop period).

For help with Student Center call the Student Center Helpline at 607-254-4795 Mon-Fri 8:00 AM - 4:30 PM (leave a message outside of business hours and they will call you the following business day) *OR* send an e-mail to coursenroll@cornell.edu.

**Final Reminders...**

1. In order to successfully complete your schedule, be sure to READ ALL OF THE INFORMATION AND FOLLOW ALL THE STEPS WE HAVE DETAILED FOR YOU.

2. July 8 - 17: Enroll in a math, science, ENGRI/Intro to Computing, Academic Excellence Workshop(s) and Physical Education via Student Center. Also, be sure to complete and submit your First-Year Writing Seminar Ballot.

3. Mid-August: View your fall schedule (including FWS enrollment) via Student Center.

4. August Orientation: Add/drop begins for first-year students. You will be able to make changes to your schedule (except ENGRG 1050) during the Add/Drop period, after you meet with your faculty advisor.

5. Questions? Please contact Engineering Advising with any questions. Faculty Advisors may not be accessible during summer months due to research, conference or other off-campus commitments.

**What to do if a class is full...**

As you select your fall courses, you may encounter situations where a course is full, either completely (over the entire course) or in particular time slot that you are hoping to add. The following suggestions and tips are provided to help you decide how to navigate the pre-enrollment process in common first semester courses. You will be able to adjust your fall course schedule during add//drop, which begins in August after you arrive on campus.

Please note that the “swap” feature on Student Center **DOES NOT WORK** for many common first semester courses. Using the “swap” feature is discouraged and using it may result in dropping an entire course.

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**Math Courses**

If you are having difficulty adding or changing a math class (MATH 1910, 1920, 2930, or 2940) in Student Center, please keep the following in mind:

1. If the section you want is full and other sections are available, you may need to adjust the rest of your schedule a little to add an available math class, or you may need to reconsider taking an early morning or evening class if they are available.

2. If you find that the entire course is full, it is likely that the Math Department will raise the enrollment capacity soon, so check Student Center again a little later in the day or the following
morning. Enrollments are not monitored overnight or on the weekend.

(3) The Mathematics Department will assist you during the add/drop period in August if you are unable to resolve a conflict between your math course and another required course.

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**Chemistry 2090 and 2150**

**CHEM 2090:** Students will not be able to pre-enroll in CHEM 2090 using Student Center. If you wish to be placed in CHEM 2090 for the fall semester, please place your name on the CHEM 2090 waitlist: [http://chemistry.cornell.edu/courses/add-drop.cfm](http://chemistry.cornell.edu/courses/add-drop.cfm). You may indicate multiple lab times (up to three) on your waitlist entry, and are encouraged to do so.

**CHEM 2150:** Students from any college will be able to enroll in CHEM 2150 using Student Center during pre-enroll. If it is full, please add yourself to the waitlist [http://chemistry.cornell.edu/courses/add-drop.cfm](http://chemistry.cornell.edu/courses/add-drop.cfm).

_Students placed in CHEM 2090 or 2150 from the waitlist will receive an email notification from the Chemistry Department prior to the add/drop period for the fall semester._

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**Physics Courses**

**ADDING (OR CHANGE COURSE TIMES):** If you are having difficulty adding or changing a physics class in Student Center, please keep the following in mind:

(1) If the section you want is full and other sections are available, you may need to adjust the rest of your schedule a little to add an available physics class.

(2) If you find that the entire course is full, keep checking later in the day or the following morning. Enrollments are not monitored overnight or on the weekend.

(3) If you are still not able to enroll in the appropriate Physics course after a day or two, please contact Rosemary Barber in the Physics department by email at rjf2@cornell.edu

(4) Finally, the Physics Department will assist you during the add/drop period in August if you are unable to resolve a conflict between your physics course and another required course.

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**Biology Courses**

**TO ADD (OR CHANGE COURSE TIMES):** As a first step, try adding or changing your class time on Student Center. If that doesn’t work, or if your desired class is full, the following suggestions may be helpful:

(1) Continue to monitor Student Center during the pre-enrollment period for new openings in classes.

(2) Try adding the course again during the fall add/drop period.

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**Intro to Engineering (ENGRI) Courses AND Intro to Computer Science Courses (CS 111X)**

**TO ADD (OR CHANGE COURSE TIMES):** As a first step, try adding or changing your class time on Student Center. If that doesn’t work, or if your desired class is full, the following suggestions may be helpful:

(1) Continue to monitor Student Center during the pre-enrollment period for new openings in classes.

(2) Try adding the course again during the fall add/drop period.

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