

## CBE Advising FAQ

### *When do I get an advisor in CBE?*

After you are admitted to the department. Before that, if you have advising questions specific to CBE, you should contact Linda Gatzke or Prof Regina Murphy.

### *Who is Linda Gatzke, and how do I contact her?*

Linda is the Undergraduate Program Coordinator. She can be contacted by email ([gatzke@engr.wisc.edu](mailto:gatzke@engr.wisc.edu)), phone (262-7775) or in person (Room 2035 Engineering Hall).

### *Who is my faculty advisor?*

CBE students are assigned advisors based on their last name, and usually retain the same advisor throughout their undergraduate career. To find out who your advisor is, check the assignment table, or contact Linda.

Student Last Name	Faculty Advisor	Room	Email	Alternate Advisor
Aa – Az	James Dumesic	3014	<a href="mailto:cheaa-az@che.wisc.edu">cheaa-az@che.wisc.edu</a>	Abbott
Ba - Bz	James Rawlings	2006	<a href="mailto:cheba-bz@che.wisc.edu">cheba-bz@che.wisc.edu</a>	Lynn
Ca - Dz	Paul Nealey	3020	<a href="mailto:checa-dz@che.wisc.edu">checa-dz@che.wisc.edu</a>	Yin
Ea - Gr	David Lynn	1008	<a href="mailto:cheea-gr@che.wisc.edu">cheea-gr@che.wisc.edu</a>	Rawlings
Gs - Hz	Daniel Klingenberg	3006	<a href="mailto:chegs-hz@che.wisc.edu">chegs-hz@che.wisc.edu</a>	Murphy
Ia - Kn	Regina Murphy	3635	<a href="mailto:cheia-kn@che.wisc.edu">cheia-kn@che.wisc.edu</a>	Klingenberg
Ko - Lz	Michael Graham	3010	<a href="mailto:cheko-lz@che.wisc.edu">cheko-lz@che.wisc.edu</a>	Mavrikakis
Ma - Mi	Manos Mavrikakis	2010	<a href="mailto:chema-mi@che.wisc.edu">chema-mi@che.wisc.edu</a>	Graham
Mj - Nz	Sean Palecek	3637	<a href="mailto:chemj-nz@che.wisc.edu">chemj-nz@che.wisc.edu</a>	Swaney
Oa - Pz	Ross Swaney	2008	<a href="mailto:cheoa-pz@che.wisc.edu">cheoa-pz@che.wisc.edu</a>	Palecek
Qa - Sb	John Yin	3633	<a href="mailto:cheqa-sb@che.wisc.edu">cheqa-sb@che.wisc.edu</a>	Nealey
Sc - Sp	Thatcher Root	3008	<a href="mailto:chesc-sp@che.wisc.edu">chesc-sp@che.wisc.edu</a>	Shusta
Sq - Tj	Eric Shusta	3631	<a href="mailto:chesq-tj@che.wisc.edu">chesq-tj@che.wisc.edu</a>	Root
Tk - We	Nicholas Abbott	3016	<a href="mailto:chetk-we@che.wisc.edu">chetk-we@che.wisc.edu</a>	Dumesic
Wf - Zz	James Dumesic	3014	<a href="mailto:chewf-zz@che.wisc.edu">chewf-zz@che.wisc.edu</a>	Abbott

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### *Can I pick my own advisor?*

Yes. If you prefer to have an advisor other than the one you were assigned, you can switch, provided that your new advisor has agreed to the switch. Contact Linda to let her know.

### *How does advising work in CBE?*

The department sets aside some time (usually 10 days to 2 weeks) every semester as an advising period. Typically, this is just before registration begins. Shortly before the advising period, you should receive an email from Linda and from your advisor. Each advisor does things slightly

differently, but generally speaking advisors post advising hours when they will be available in their office. You should plan to meet with your advisor during the posted advising hours.

*How should I prepare for a meeting with my advisor?*

Print out and examine your DARS before your meeting, and check to make sure that there are no discrepancies. Make a list of the courses you are thinking about taking. Think about what elective courses you are interested in, or whether you would like to pursue a particular area of emphasis (e.g., biotechnology, materials). Make a list of other questions you'd like to discuss with your advisor. Feel free to ask your advisor for advice about course choices, course sequencing, time to graduation, study skills, test-taking strategies, double majoring, summer jobs, career options, co-op options, study abroad, graduate school, liberal studies concentration options, ....

*What if I'm on co-op or on an international exchange program?*

You can handle all advising by email or by phone.

*What if I forget to see my advisor during the advising period?*

You will have an advising hold placed on your registration, and you will not be able to register until your advisor removes the hold.

*Are there any unique grade requirements for CBE students?*

All CBE students **MUST** get a minimum grade of C in CBE 250, CBE 211, CBE 311 and CBE 320. If you get a D or and F in these classes you need to retake it; generally, you should retake the class before moving further in the curriculum. You should discuss retaking classes with your advisor. All students are subject to the College requirements regarding GPA and PCR required for graduation. Refer to the College website ([studentservices.engr.wisc.edu/ffr.html](http://studentservices.engr.wisc.edu/ffr.html)).

*Can I substitute courses?*

Sometimes, but you always need your advisor's approval first. Pick up a copy of the Course Substitution Form from Linda's office, think about why the course substitution makes sense for educational and career reasons, and then meet with your advisor to discuss your reasons for wanting to substitute a course. Never take a course first and simply assume that your advisor will later approve the substitution! Even if your friend was able to substitute a course, you may not be able to, because of differing circumstances.

*Can I drop below 12 credits?*

If it is your last semester on campus and you need fewer than 12 credits to fulfill all graduation requirements, you can register for fewer than 12 credits. Many students like to do this because they are busy interviewing for jobs or visiting graduate schools during their last semester. You **MUST** obtain permission by filling out a part-time status form, that you can get from the Dean's office (Room 2630 Engineering Hall). You should do this no later than the first 2 weeks of the semester. There are a few other situations where you will be allowed to drop below 12 credits; contact the Dean's office.

*What if I take classes at another university or college? Can I transfer the credits?*

It depends. Approval of transfer credits is obtained through Ann Morris in the Dean's office (Room 2630 Engineering Hall). Students considering a semester abroad should contact Professor Root, who advises students for overseas studies and course transfers. Never take a course first and simply assume that it will be approved for degree transfer. It is always best to get permission first.

*Which Math elective should I take---Math 319 or 320?*

Math 320 is preferred over Math 319, but either choice is OK.

*I cannot fit Chem 329 into my schedule. Is Chem 327 OK?*

Chem 329 is the preferred course, and will ultimately do you more good in later courses. But if it comes down to a scheduling conflict, Chem 327 is OK. Note: CBE 250 discussion is optional; you can take CBE 250 and Chem 329 in the same semester.

*Are course substitutions allowed for Biochem 501 and Zool 570?*

Biocore 301 plus 303 can be substituted for Biochem 501 plus Zool 570. Students can substitute Zool 151 (5 credits) for Zool 570 (3 credits).

*Are there courses outside of CBE that can be taken as CBE electives?*

Yes, there are numerous courses that students can take as CBE engineering electives. Some popular choices are ME 417, ME 418, BSE 542, and BSE 642. You must have your advisor's approval for course substitutions. You should get approval BEFORE taking the class.

*Do the courses I take for my liberal studies concentration need to all be from the same department?*

No, the concentration must comprise closely related topics, but the courses need not all be in the same department. However, if the courses are not all from the same department, you will need your advisor's approval, and supporting documentation, to satisfy the concentration requirement.

*What are the most popular ethnic studies courses?*

Some of the top choices in the last few years are: (1) Sociology 134, (2) Anthro 104, (3) Folk Lore 210, (4) Folk Lore 230, and (5) Folk Lore 329.

*Can Stats 301 substitute for Stats 324?*

No. However, with advisor approval, you may substitute Stats 311 for Stats 324.

*How do I sign up to take courses Pass/Fail?*

Print out two copies of the form available on the website ([studentservices.engr.wisc.edu/forms/](http://studentservices.engr.wisc.edu/forms/)), have your advisor sign both copies, then bring to Linda or the Dean's office. The last date to convert to/from Pass/Fail is listed in the timetable.

*How do I get involved in undergraduate research?*

Go to the department website and read about the faculty research areas. Talk to your TA's – they are researchers too! After you have decided a few areas of research you are interested in, make appointments with professors to discuss your interests, background, and qualifications. A good time to do this is during advising period, just before registration for the following semester.

Availability of research positions varies from semester to semester. You may be able to get credit (CBE 599 or CBE 699) or pay. It can take some effort and time on your part to find a research position, but it's worth it.

*Should I co-op? How do I get a co-op?*

Students are strongly encouraged to participate in the co-op program. The experience you receive helps you in the classroom, and gives you a big advantage when you are interviewing for permanent jobs. Contact John Archambault in the Engineering Co-op Office, M1002 Engineering Centers Building.