



UNC CHARLOTTE

Senior Worksheets

A How-To Guide



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F.A.Q.'s (And answers)

Who has to fill out a senior worksheet?

Seniors who are entering their LAST semester

Do I have to fill out a senior worksheet AND an academic plan?

No. You just fill out a senior worksheet

Where do I submit my senior worksheet?

Email your completed senior worksheet as an attachment in MS Word format to your advisor by the deadline announced in group advising



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Let's Get Started!



Step 1: Download the senior worksheet template

- Click [here](#) OR
- Go to <http://et.uncc.edu/advising.html> and scroll to Departmental Advising Process, then click on “Download a Senior Worksheet template”

Departmental Advising Process

Pre-registration advising is mandatory for all Lee College of Engineering students. Students advised by staff in the Department of Engineering Technology & Construction Management are required to attend a Group Advising Session each semester. Schedules and information are sent to your uncc.edu email address well in advance of the sessions. Advising sessions for summer and fall semesters generally takes place in March and advising for spring semester takes place in October.

[Engineering Technology & Construction Management Events](#) (includes Group Advising Schedule)

All students must submit an Academic Plan (AP) to their Advisor within the timeline defined in advising information emails. The AP should be submitted to the advisor as an Excel attachment via email. This plan should include all remaining courses the student needs, in their appropriate semesters. Please make note of pre-requisites and semester offerings when scheduling courses. [Click here to download an AP template.](#)

Seniors must complete a Senior Worksheet prior to their last semester in the program. Senior Worksheets are explained in Senior Group Advising workshops. [Click here to download a Senior Worksheet template.](#)

Seniors should also review the [Pathway to Graduation](#) and follow all procedures to apply for and prepare for graduation.

Individual appointments are available to those who have attended a Group Advising Session and have questions or concerns that were not resolved in that setting. In addition, Advisors are available to see students for individual appointments through out the semester. Do not wait until the formal advising period to ask for help!

Hint: Here's where to find your info in CAPP

- General Requirements
- Detail Requirements
- Additional Information



Step 2: Fill in your student information

Engineering Technology and Construction Management Senior Worksheet

Name: Student ID:

Graduation Term: Catalog Term (see CAPP): Fall 2008

Degree 1: BSET Major 1: Admit Type:

Degree 2: Major 2: Readmit Type:

Cumulative Earned Hours (see Banner transcript): 142 Hours Planned – final term:

Cumulative UNC Charlotte GPA (see CAPP): 3.107 Cumulative Major GPA (see CAPP): 3.166

| | | | |
|----------------------|-------------------------------|-----------------------------------|--------------|
| Program : | Civil Engineering Tech-BSET | Catalog Term : | Fall 2008 |
| Campus : | | Evaluation Term : | Fall 2012 |
| College : | Engineering | Expected Graduation Date : | Dec 15, 2012 |
| Degree : | BS in Engineering Technology | Request Number : | 10 |
| Level : | Undergraduate | Results as of : | Sep 24, 2012 |
| Majors : | Civil Engineering Technology | Minors : | |
| Departments : | Engineering Tech & Const Mgmt | Concentrations : | |

| | Met Credits | | Courses | |
|---------------------------------|-------------|---------|----------|------|
| | Required | Used | Required | Used |
| Total Required : | Yes | 128.000 | 142.000 | 60 |
| Required Institutional : | Yes | 32.000 | 116.000 | 51 |
| Program GPA : | Yes | .00 | 3.166 | |
| Overall GPA : | Yes | 2.00 | 3.107 | |

Step 3: List your remaining courses

Graduation Term Enrollment *(list all courses you plan to take in your graduating term)*

| Course | Required for Graduation? | Grade Required | Hours | Comments |
|--------|------------------------------|----------------|-------|----------|
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |
| | <input type="checkbox"/> Yes | | | |

Did you complete the on-line Graduation Application via Banner Self-Service? Yes No
 (See Academic Calendar for deadline to apply: <http://registrar.uncc.edu/calendars/index.asp>)

Step 4: Don't forget to apply for graduation!

Hint:
 The Grade Required for most courses is a "D" but some require a "C". Look at your curriculum sheet if you aren't sure.

Graduating in December & planning to take classes this summer?

Go ahead and list your summer classes here, and put "Summer" in the comments.

Important: This section is for 2+2 students only! 4-year students, see next slide

This section applies exclusively to students who transfer with an AAS degree

Previous Degree: Previous Major (if degree was earned):

Previous Institution (if degree earned): Final Transcript on File for AAS/other degree: Yes

Cumulative Earned Hours (subtract deficiency hours from Earned Hours):

Deficiency Remediation

| Deficiency | Completed? | Course used | Hours | School where course was remediated | Comments |
|--------------------------|------------------------------|----------------------|----------------------|------------------------------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="text"/> | <input type="text"/> | <input type="text"/> | |

This section applies exclusively to students on the 4 Year Curriculum

Did you take ENGL 1103 in place of ENGL 1101/ENGL 1102? Yes No

If yes, what ET Course did you take to replace the missing 3 credit hours?

Hint:
Deficiencies are the classes you had to make up when you transferred to UNCC. They are listed at the top of your curriculum checksheet.



2+2 students don't need to fill out the section about English classes



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Important: This section is for 4-year students only! 2+2 students, see previous slide

This section applies exclusively to students who transfer with an AAS degree

Previous Degree: Previous Major (if degree was earned):
Previous Institution (if degree earned): Final Transcript on File for AAS/other degree: Yes
Cumulative Earned Hours (subtract deficiency hours from Earned Hours):

Deficiency Remediation

| Deficiency | Completed? | Course used | Hours | School where course was remediated | Comments |
|--------------------------|------------------------------|-------------|-------|------------------------------------|----------|
| <input type="checkbox"/> | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> Yes | | | | |

This section applies exclusively to students on the 4 Year Curriculum

Did you take ENGL 1103 in place of ENGL 1101/ENGL1102? Yes No
If yes, what ET Course did you take to replace the missing 3 credit hours?

Hint:
4-year students don't need to fill out the deficiency remediation section



Step 5: What English did you take?



Step 6: Message Away!

- Email your senior worksheet as a word document to your advisor

