

**Computing & Information Sciences
Conversion to the College of Engineering**

Date Due	Status	Task
October 5, 1992	Complete	Dept. informs Enrollment Center that all students require advisor signature for pre-enrollment and drop/add forms (CSAB & Engineering).
October 5, 1992	Complete	Dept. makes request to have all processed enrollment forms sent to dept.
October 6, 1992	Complete	Request that study guide forms be reprinted for Spring 93 to include the dept. in the College of Engineering.
October 9, 1992	Complete	Letter to UG students about changes in policy and inclusion of choice of graduation college form.
October 14, 1992	Complete	Forward information for Engineering Awareness Day.
October 15, 1992	Complete	A&S will forward all student curriculum request changes to Engineering effective immediately.
October 15, 1992	Complete	Notification of change of overhead on sponsored projects from BGR to EES to appropriate individuals (in writing).
October 16, 1992	Complete	Request use of EES copy center beginning January 1993.
October 16, 1992	Complete	Submission of signature guide for course permits and advisors.
October 16, 1992	Complete	Notification of change of college to Admissions.
October 17, 1992	Complete	Engineering Awareness Day.
October 19, 1992	Complete	Standard pre-enrollment letter mailed to all UG and Grad students reinforcing general enrollment procedures changes (for undergraduates) and no changes (for graduate).
October 20, 1992	Complete	Meet with Engineering Experiment Station to develop procedures & policies for processing. This includes any grants with an effective date of January 1, 1993, or after.
October 20, 1992	Complete	Letter sent to seniors asking them to file a preliminary graduation check in the dept office (Spring 93 graduates).
October 22, 1992	Complete	Submission of accreditation guidelines and final accreditation statement to Engineering.
October 22, 1992	Complete	Meeting with EES Copy Center to set up an account and operating procedures.

October 29, 1992	Engineering orientation information mailed to admitted students for Spring 1993.
October 30, 1992	Request for representation on course & curriculum and student reinstatement committees to Engineering.
October 30, 1992	Letter to no-shows stating that if they re-enter the program effective Spring 93, they will receive degrees in Engineering.
November 2, 1992	Begin submitting monthly sponsored project summary report to EES.
November 2, 1992	Request to New Student Programs to make appropriate changes to information being sent to new students.
November 2, 1992	Request to Admissions that CIS be moved from A&S to Engineering on application forms to the University. This will be changed upon the next printing of the application forms (mid-1993).
November 2, 1992	Notification to Computing Sciences Accreditation Board of change of college.
November 6, 1992	Submission of course & curriculum changes for Spring 1993 to the College of Engineering.
November 9, 1992	Provide a short list of prerequisites for all courses to Engineering Deans Office.
November 9, 1992	Deadline date for graduation college form and beginning of pre-enrollment.
November 11, 1992	Dept. places copies of CIS core curriculum requirements into Engineering & dept. student files based upon date the student entered the program.
November 13, 1992	Dept. places copies of general requirements into Engineering & dept. student files based upon date student entered the program.
November 16, 1992	Notification to all alumni, industry contacts, etc., regarding change of college.
November 16, 1992	Actual final deadline for accepting graduation college form.
November 16, 1992	Students not returning graduation choice form will default to Engineering. Those students will have a default form placed in their student file for Engineering, A&S, and CIS dept.
November 20, 1992	Forward copies of all choice forms showing Engineering or default to Engineering to A&S. A&S will forward files to the dept. which need to be integrated into Engineering files before delivery on Nov. 30.
November 23, 1992	Deadline for all seniors graduating in Spring 93 to have filed a prelim graduation check in the dept office.

November 30, 1992	All copied files will be taken to Engineering. This includes A&S and dept records.
December 1, 1992	Committee assignments and representation. Course & curriculum and reinstatement should have been completed.
December 1, 1992	Discussion with Engineering on procedure for grandfathering the "C" grade clause.
December 1, 1992	Letter sent to A&S asking for forwarding of all transcript/transfer evaluations to Engineering as of January 1, 1993.
December 2, 1992	Follow up on approval of changing overhead on sponsored projects from BGR to EES.
December 2, 1992	Notification to all new students accepted for Summer 93 and Fall 93 of the change of college and new orientation information.
December 4, 1992	Dept. publishes written operating policies and procedures in the College of Engineering to dept. staff and faculty.
December 4, 1992	Dept. provides a list to Registrars of students in BA program requesting that those individuals remain in A&S.
December 7, 1992	Dept. responds to senior students who filed preliminary graduation checks. Engineering receives a copy of the preliminary graduation check and response.
December 14, 1992	Notification to A&S copy center that we will terminate use of their service after December 31, 1992.
December 14, 1992	Check with Registrars to make sure CS/IS except BA will automatically convert to Engineering college.
December 14, 1992	Dept. requests Foundation to change alumni from A&S to Engineering effective Jan. 1. Dept. also requests access to alumni records be given to Engineering.
December 15, 1992	Begin using EES copy center.
December 16, 1992	Request to A&S for all remaining transcript/transfer evaluations to either be completed or forwarded incomplete to the dept. by December 31, 1992.
December 16, 1992	Request Admissions to change their forwarding policy on student admissions from A&S to Engineering.
January 4, 1993	Dept. requests permission for SIS accounts to have update privileges during enrollment.

January 4, 1993 Dept. transfers all A&S transcript/transfer evaluations to Deans Office, Engineering.

January 4, 1993 Dept. checks to make sure all students except BA were changed to Engineering on SIS.

January 4, 1993 Dept. queries alumni database to make sure changes occurred.

January 11, 1993 Reinstatement committee of Engineering meets.

January 11, 1993 Engineering Orientation, Pasley Lecture Hall.

January 11-12, 1993 Enrollment. Our new students must have completed the Engineering orientation before being allowed to enroll. Students will be enrolled at the dept.

January 13, 1992 Dept. files curriculum changes for any graduating students (Spring 1993) who elected to receive their degree in A&S. Dept. notifies students in writing to file their graduation check in A&S and provides a copy of the curriculum change.

January 18, 1993 Dept. notifies graduating students (who elected to receive their degree in Engineering) in writing to file a graduation check in the College of Engineering by the published deadline date.

January 29, 1993 Verify that overhead on grants was correctly credited to EES and dept.