UNIVERSITY OF RHODE ISLAND

WELCOME TO THE COLLEGE OF ENGINEERING!

**NOTE:** YOU WILL BE CONTACTED WITHIN THREE (3) BUSINESS DAYS AFTER SUBMITTING THIS FORM.

- If you are **an engineering student who is still in University College (UC)**, then you must **first** make an appointment to meet with your **UC Engineering Advisor**.
- If you are **an engineering student who has been admitted to the College of Engineering (COE)** - **not still in UC** - **before** requesting an appointment with the Associate Dean of Engineering, please note:
  - You must **first** meet with your engineering advisor for your major.
  - If you are unable to schedule a meeting with your advisor, then you must **first** meet with the department Chair for your engineering major.
- If after the above you still need assistance, provide all of the applicable information below.
- If you have a **completed form (or forms) requiring the Associate Dean of Engineering’s signature**, please provide all of the applicable information below.
- If you are **not an engineering student**, please provide all of the applicable information below.

**YOUR NAME:** ________________  **DATE:** ________________

**YOUR STUDENT ID NUMBER:** ____________________________

**YOUR MAJOR(S):** ____________________________

**YOUR PHONE NUMBER:** ____________________________

**YOUR E-MAIL ADDRESS:** ____________________________

**FROM THE LIST BELOW, PLEASE CHECK ALL THAT APPLY**

- Change of Major
- Credit Override
- Degree Completion Letter
- Degree Audit/Exit Interview
- FE/EIT Verification Form
- Minor
- Not an Engineering Student
- Petition:
  - Late Add
  - Late Drop
  - the College of Engineering
- Prior Approval: Off-Campus Study
- U.S.
- International
- Readmission to URI
- Second Major
- Transfer Student
- Transfer Credit Evaluation
- Wanting Engineering
- Other (please briefly describe your need/concern below)

**DO NOT WRITE BELOW THIS LINE**

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**DEGREE AUDIT (ONLY)**  **ADVISOR APPOINTMENT CONFIRMED**  **YES**  **NO**

**APPOINTMENT SCHEDULED**  **DATE:** ________________  **TIME:** ________________  **AM**  **PM**

**DAY:**  M  T  W  R  F

**CONTACT LOG ENTERED**  **POST FOR GRADUATION YEAR:**  **DEC**  **MAY**  **AUG**

THINK BIG. WE DO.

Rev. Fall 2013