

DEPARTMENT OF ELECTRICAL & COMPUTER ENGINEERING

INSTRUCTIONS FOR FILING A

COMPUTER ENGINEERING SENIOR PROGRAM

All undergraduate Computer Engineering students are required to file a senior program and pass the **Upper Division Writing Proficiency Exam (WPE)** before enrolling in any 400 level Electrical Engineering courses. To file a senior program, all lower division core courses (100 and 200 levels) should be completed. At the time the senior program is to be filed, students should be taking and planning to complete the 300 level required Engineering courses as indicated in the ECE Department plan.

If a student has taken all or some of the lower division core courses at some other school and has transferred them to CSUN, he or she still needs to complete the "Recommendation for Course Substitution or Waiver of Major or Minor Requirements for Bachelor's Degree" form (commonly referred to as the substitution form) that can be obtained from the ECE Department or on the "students forms" section of the CSUN Admissions and Records website. The student must also bring a copy of his or her DPR report and a copy of the course description from the other academic institution with the course/s highlighted. This needs to be done before filing the senior program. Exceptional cases should be reviewed by and discussed with your advisor.

Units/Design Units requirements: All students receiving the Bachelor of Science in Computer Engineering degree must have a minimum of 30 Upper Division Engineering Units taken in residency, a minimum of 18 Engineering Design units taken in residency, and a minimum of 4 ECE/Comp Senior Elective Units taken in residency. Senior Elective courses should be selected with these requirements in mind.

TO FILE A SENIOR PROGRAM:

1. Make an appointment to see the undergraduate advisor by contacting the ECE Department office. At this meeting, the undergraduate advisor will review your DPR with you and make sure you are aware of all remaining course requirements. The undergraduate advisor will recommend a Professor in your field of interest to be your career advisor and complete the senior program with you.
2. Make an appointment to see your advisor by contacting him or her during their office hours and indicate that you need to plan your senior program. Allow **1-2 days** notice for the advisor so that he or she can obtain your file.
3. Before meeting with your advisor, review the attached senior elective package and make a tentative list of ECE/Comp senior courses you would like to take.
NOTE: Some elective courses have prerequisites that are not part of the required program. Other courses may be selected with the approval of the ECE Department Chair.

Undergraduate ECE students are required to take both the lecture and the lab for all elective Electrical Engineering and Computer Science courses that have labs.

Attached you will also find the list of all undergraduate required courses including Senior ECE Electives with their design units. Your TOTAL program must have at least 18 design units.

4. Bring the attached forms with your worksheet to the meeting with your advisor. The advisor will forward the forms to the ECE Department office for the Chair's approval (please allow 1 week to process).
5. After the senior program has been signed by the student, advisor, and ECE Department Chair, the student can request a graduation check. A graduation check is to be requested from the ECE Department office (JD4509) approximately one year before graduation.

NOTE: Should a student want to change his or her graduate program after the graduation check is completed, the student can do so by completing the following forms:

1. **“Recommendation for Course Substitution or Waiver of Major or Minor Requirements for Bachelor’s Degree”** (*commonly referred to as the substitution form*)
2. **“Request for Senior Program Questionnaire”**

These two forms can be obtained from the ECE Department office. After completion of these forms, they are to be turned in to ECE Department for the Department Chair's approval.