



# LEHIGH

U N I V E R S I T Y

## Class of 2028 - Fall 2024 Course Registration Guide

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### P.C. Rossin College of Engineering & Applied Science

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April 30, 2024

Dear First-Year Students:

Welcome to the P.C. Rossin College of Engineering & Applied Science. We are thrilled that you have chosen to join our Lehigh family. We are truly looking forward to meeting you in the fall semester. Hopefully you will come visit us in Packard Lab, Room 304!

The attached *Rossin College First-Year Summer Start-Up Overview* document reviews what you need to do this summer for a smooth start in fall. Please read the overview carefully. In June, you will receive emails from my office, the Office of the Registrar and the Office of First Year Experience that will direct you to additional information on the first-year portal that will help you to build your fall course schedule online in early July. Academic advising is offered through my office throughout the summer. Your first year advisor is [Jennifer Helmuth](#), but the entire Rossin College academic office will be ready to help you start this new adventure!

If you have any questions as you read the attached packet, please do not hesitate to contact my office. We are your “home base” in the Rossin College, and we are here to support your success. You can reach my office by phone (610-758-4025) or by emailing at [rossinadvise@lehigh.edu](mailto:rossinadvise@lehigh.edu).

The office is open Monday through Friday from 8:00 a.m. to 4:45 p.m. eastern daylight time.

Please note that all Lehigh offices will be closed July 4<sup>th</sup> in observance of Independence Day.

I hope you have a rewarding summer and a safe trip to Lehigh this fall. We look forward to meeting you in person at the Rossin College First-Year Welcome in August!

Regards,

Derick Brown  
Professor and Associate Dean for  
Undergraduate Education

## ***Rossin College First-Year Summer Start-Up Overview***

### **I. PURPOSE**

This *Rossin College First-Year Summer Start-Up Overview* reviews what you need to do this summer for a smooth start to the fall. **Please read this packet carefully in May, so you will be prepared to do essential pre-registration activities in June and registration in early July.**

If you have any questions about this overview, please contact our Office for Undergraduate Learning at 610-758-4025, 610-758-4460 or [rossinadvise@lehigh.edu](mailto:rossinadvise@lehigh.edu). We are here to help.

### **II. WHAT YOU NEED TO ACCOMPLISH THIS SUMMER**

As a first-year student in the Rossin College, you have three goals to accomplish this summer:

- **Check your Lehigh email at least twice a week** to keep abreast of important messages from us. When you arrive on campus, you should check your email at least daily. Please expect and read emails sent from the following important email addresses:
  - [rossinadvise@lehigh.edu](mailto:rossinadvise@lehigh.edu), Undergraduate Advising Team
  - Jennifer Helmuth ([jch315@lehigh.edu](mailto:jch315@lehigh.edu)), First-Year Academic Advisor
  - Robin Armbruster ([rma2@lehigh.edu](mailto:rma2@lehigh.edu)), Administrative Specialist for Undergraduate Studies
  - Susan Perry ([sup3@lehigh.edu](mailto:sup3@lehigh.edu)), Professor of Practice and Assistant Dean for Academic Affairs
  - Derick Brown ([dgb3@lehigh.edu](mailto:dgb3@lehigh.edu)), Professor and Associate Dean for Undergraduate Education

If you are in one of our Integrated Programs you could receive information from our college or our partner college.

- Professor Ana-Iulia Alexandrescu ([aia210@lehigh.edu](mailto:aia210@lehigh.edu)), Professor of Practice and Co-Director, IBE Program
- Jessica Scott ([jes819@lehigh.edu](mailto:jes819@lehigh.edu)), Academic Advisor, IBE Program
- William Best ([wab205@lehigh.edu](mailto:wab205@lehigh.edu)), Teaching Full Professor and Co-Director, IDEAS program
- Melissa Phelps ([mjp618@lehigh.edu](mailto:mjp618@lehigh.edu)), Academic Advisor, IDEAS program
- Professor George Witmer ([gsw2@lehigh.edu](mailto:gsw2@lehigh.edu)), Professor of Practice and Co-Director, CSB Program
- Andrea Goff ([ahg212@lehigh.edu](mailto:ahg212@lehigh.edu)), Academic Advisor, CSB Program

- **Read and review all Pre-Registration materials posted on [fysenroll.lehigh.edu](https://fysenroll.lehigh.edu) in June.** You will receive an email when Rossin College Pre-Registration materials become available. Pre-registration materials will include:
  - A list of courses first-year engineering students typically include in their Fall schedule. Nearly all of these courses serve as prerequisite courses for future courses in all majors. Therefore, while there is flexibility in when the courses can be taken, it is important to be familiar with the prerequisite structures.
  - Placement guidelines for first-year course requirements, including math, chemistry, physics and English.
  - Guidelines for receiving AP credit across all disciplines for which Lehigh grants AP credit and/or for receiving college credit for courses taken during high school.
  - Guidelines for placement in foreign language courses, music courses and groups, and theater.
- **Register for Fall 2024 courses online this July.** As a student affiliated with the Rossin College, you are encouraged to complete a specific set of courses before the end of your first year at Lehigh. In mid-July, the Office of the Registrar will open the online Banner system for you to enroll yourself into roughly half of these courses. The other half will occur in the spring semester.

### III. Your Rossin College Summer Preparation Timeline

Below is your Rossin College summer preparation timeline:

#### May:

- Read this Rossin College Summer Start-Up Packet thoroughly and carefully, noting important dates on your personal calendar.
- Check your Lehigh email at least twice a week this summer** to be sure you do not miss any important messages. Your Lehigh email is the primary means the College of Engineering will use to reach you.
- Look for an email inviting you to sign up for Lehigh's Mentor Collective. If you opt in this summer, you will be matched with a peer mentor who is a junior or senior engineering student who volunteered to be a peer mentor in Lehigh's Mentor Collective program.

#### June:

- Check [fysenroll.lehigh.edu](https://fysenroll.lehigh.edu) to access and review all Rossin College Pre-Registration materials carefully.

- Attend a virtual Advising Session on Zoom during June or July.** Details will come in your emails with dates and times.
- Be sure that your AP scores are sent to the Office of the Registrar **NOW!** You cannot register for a follow-on course until Lehigh receives your official scores. Send your scores to Lehigh (code 002365) even if you do not know how you did. You are not penalized for scores submitted that are lower than required for credit.
- Look for an email with the subject line: **MATH PLACEMENT NEXT STEPS** and follow the procedures to take the ALEKS math placement exam.
  - \*The ALEKS placement assessment is required for all students who do not have AP or transfer credit for Calculus I-MATH 021.*
    - Results of the assessment are available right away and translate into which math class you should take.
    - ALEKS provides study modules to help you improve on topics you may show weaknesses in and allows you to take the assessment up to 5 times to improve your placement. We highly recommend that you use the study modules. Data shows that these modules will help not only with your math placement, but also your grades in the math classes at Lehigh!
    - ***Students who are required to take the assessment will not be allowed to register for a Math class until ALEKS scores are on record.***

#### **July:**

- Watch for emails alerting you to when you can access the Banner system to do your online registration for Fall 2024 classes.
- Register for courses online using the Rossin College Pre-Registration materials as your guide.
- Reach out to us if you have any questions related to your fall schedule. We are here to help you.

#### **August:**

- If you sent AP scores, check your online transcript in Banner to confirm they were received. If not, please reach out to the Office of the Registrar at [ras@lehigh.edu](mailto:ras@lehigh.edu).
- Watch for and read any emails from our office. In August we will be examining all fall schedules you have generated in July and will let you know if any changes are necessary.
- Participate in the College of Engineering Welcome** as part of your Lehigh orientation. (Time TBD by the Office of First Year Experience.) We have a great program planned for you and you will get to meet your fellow engineering students in the Class of 2028.

#### **IV. Whom to Contact for Help**

If you have any questions as you read through this packet, please do not hesitate to contact us at 610-758-4025, 610-758-4460, or [rossinadvise@lehigh.edu](mailto:rossinadvise@lehigh.edu). We are open Monday through Friday from 8:00 a.m. to 4:45 p.m. Eastern Time. Please note that all Lehigh offices will be closed Tuesday, July 4th in observance of Independence Day.