Welcome and Summer Registration Timeline

Class of 2024 – Fall 2020
P.C. Rossin College of Engineering & Applied Science

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Dear First-Year Students affiliated with the P.C. Rossin College of Engineering & Applied Science:

Welcome to the P.C. Rossin College of Engineering & Applied Science. We are very pleased that you have joined our Lehigh family.

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, Office for Registration and Academic Services (RAS) 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.

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’re here to support your success. You can reach my office at the number (610-758-4460) or by emailing at unengr@lehigh.edu.

The physical office is currently closed due the Covid-19. We plan to open as soon as our state and university administration allow. Normally we are open Monday through Friday from 8:00 a.m. to 5:00 p.m. eastern daylight time. While the physical office is closed, we are still answering email and voicemail sent to the office. Also, please note that all Lehigh offices are closed July 3rd in early 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,

Gregory L. Tonkay, Associate Professor
Associate Dean for Academic Affairs
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 Jennifer Helmuth, First Year Advisor at 610-758-4460 or unengr@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:

1. 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:
   - Associate Dean Tonkay (unengr@lehigh.edu)
   - Jennifer Helmuth (jch315@lehigh.edu), First Year Advisor
   - Robin Armbruster (rma2@lehigh.edu), Administrative Specialist for Undergraduate Studies

   If you are in one of our Integrated Programs you could receive information from our college as follows or our partner college:
   - Professor Robert Storer (rhs2@lehigh.edu), Co-Director, IBE Program
   - Professor William Best (wab205@lehigh.edu), Co-Director, IDEAS program
   - Professor Hank Korth (korth@cse.lehigh.edu), Co-Director, CSB program

2. Read and review all Pre-Registration materials posted on 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 critical for you to include in your Fall 2020 schedule.
   - Placement guidelines for essential 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 in high school.
• Guidelines for placement in foreign language courses, music courses and groups, and theatre.

3. **Register for Fall 2020 courses online this July.** As a student affiliated with the Rossin College, you will be expected to complete a specific set of courses before the end of your first year at Lehigh. In early July, Registration & Academic Services (RAS) will open the online Banner system for you to enroll yourself into roughly half of these courses. The other half will occur in 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](http://fysenroll.lehigh.edu) to access and review all Rossin College Pre-Registration materials carefully.
- Contact us by email or phone if you have any questions related to your required courses for fall. For Integrated Programs contact the Co-Director listed in Item 1.
- Be sure that your AP scores are sent to Registration & Academic Services (RAS) **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 don’t know how you did. If your scores are lower than required, it will not penalize you.
- Look for an email with the subject line: **MATH PLACEMENT NEXT STEPS.** Unless you have AP or transfer credit for MATH 021, you should take the ALEKS math placement test to inform what math course you should take in the fall.
July:

- Take the ALEKS math placement test. It may identify some areas in which you have weaknesses so you can work on them over the summer.
- Watch for emails alerting you to when you can access the Banner system to do your online registration for Fall 2020 classes, and 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:

- **Check your online Lehigh degree audit at go.lehigh.edu/degreeaudit** to see if all of the courses you registered for and the credit you expected to earn via AP, SAT/ACT score, and/or transfer credit are showing up on your academic record. Your online degree audit is the critically important scorecard that you will refer to throughout your academic career at Lehigh to view your grades, in-progress and completed courses, and verify what you need to accomplish academically to graduate.
- Watch for and read any emails from our office. In August, we will be examining all fall schedules you have built in July and will let you know if any changes are necessary.
- **On August 21st, participate in the College of Engineering Welcome as part of your Lehigh orientation.** We have a great experience planned for you, and you will get to meet your fellow engineering students in the Class of 2024.

### IV. Whom to Contact for Help

If you have any questions as you read through this packet, please do not hesitate to contact Jen Helmuth at 610-758-4460 or unengr@lehigh.edu. We are open Monday through Friday from 8:00 a.m. to 5:00 p.m. eastern daylight time. Please note that all Lehigh offices will be closed July 3rd in observance of Independence Day.