ES1036B: Programming Fundamentals for Engineers

Course Outline 2019-2020

Description: This course is intended to establish a foundation for Computer Programming with specific emphasis on Engineering problems and applications. The course will cover the introductory aspects of Object-Oriented Analysis, Design, and Implementation (using Java and MATLAB) techniques, along with Testing according to the specified requirements of the program. Computer Programming will be treated as part of the Engineering Process, and as such will be contextualized through the course according to the Engineering Profession.

Instructor: Dr. Quazi M. Rahman, P.Eng., SMIEEE
TEB 263, 519-661-2111 ext. 81399, UWO e-mail address: qrahman3@uwo.ca
Consultation hours: Available on the OWL course-site.

Academic Calendar Copy:
Designing, implementing and testing computer programs using Java and MATLAB to fulfill given specifications for small problems using sound engineering principles and processes. Awareness of the engineering aspects of the process of constructing a computer program.

Contact Hours per week: 3 lecture hours, 2 laboratory hours, 0.5 course
Antirequisite: Computer Science 1025A/B, 1026A/B, the former Computer Science 036a/b
Prerequisites:
Co-requisite:
Unless you have either the requisites for this course or written special permission from your Dean to enrol in it, you will be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the prerequisites.

CEAB Academic Units: Engineering Science 100%

Required Textbook: None
Other Required References: None

Reference book (NOT required):
   One can use any other version too.
3. MATLAB: Tutorial slides will be provided.

**General Learning Objectives (CEAB Graduate Attributes)**

<table>
<thead>
<tr>
<th>Knowledge Base</th>
<th>2/1</th>
<th>Use of Engineering Tools</th>
<th>Impact on Society and the Environment</th>
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<tbody>
<tr>
<td>Problem Analysis</td>
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<td>Individual and Team Work</td>
<td>Ethics and Equity</td>
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<td>Investigation</td>
<td></td>
<td>Communication Skills</td>
<td>Economics and Project Management</td>
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<td>Design</td>
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<td>Professionalism</td>
<td>Life-Long Learning</td>
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Notation: x/y, where x is the cognitive level (1: Remember, 2: Understand, 3: Apply) at which the attribute is assessed, and y is the academic level (1: Beginner, 2: Intermediate, 3: Advanced) at which the attribute is assessed.

**Topics and Specific Learning Objectives (Total number of in-class hours: 36; one in-class hour = 50 minutes)**

1. **Topic 1: Introduction to Computer Programming. (2 hours)**
   a) Computing system
   b) Hardware
   c) Software
   d) Simple program

   At the end of this section, students will be able to:
   a. identify different components of a computer system
   b. get an idea about high level language

2. **Topic 2: Software development process. (1 hour)**
   a) Algorithm
   b) Pseudocode
   c) Flowchart/ UML Diagram
   d) The software development cycle

   At the end of this section, students will be able to:
   a. identify different steps in software development process
   b. can analyze simple problem by applying these steps.

3. **Topic 3: Java Programming basics (6 hours)**
   a) Program Structure
   b) Constants and variable
   c) Data types
   d) Operators
   e) Standard input output operations

   At the end of this section, students will be able to:
a. understand different types of variable/constant declarations, different JAVA operators and standard input/output statements
b. solve simple problems by writing the program (code) in JAVA language

4. **Topic 4: Statements, Syntax, and Control Structures (5 hours)**
   a) Conditional statements
   b) Selection statements
At the end of this section, students will be able to:
   a. solve program related problems by exploiting the ideas of conditional statements and different loop structures
   b. use all of the loop structures interchangeably

5. **Topic 5: Modular programming with Methods (6 hours)**
   a) Defining a method
   b) Calling a method and Parameter passing
At the end of this section, students will be able to:
   a. create modular solution of a problem by defining and using different methods
   b. understand the scope/storage criteria of any identifier

6. **Topic 6: 1D, 2D arrays, and Matrices (4 hours)**
   a) Array implementation
   b) Arrays and methods
At the end of this section, students will be able to:
   a. create 1D and 2D arrays and use those in different user defined methods
   b. pass an array to a method and use it

7. **Topic 7: Classes and Objects (10 hours)**
   a) Introduce Class and object
   b) Implementation of Classes
   c) Encapsulation, Inheritance and Polymorphism
   d) Introducing Abstract Classes and Interfaces
At the end of this section, students will be able to:
   a. apply the concepts of Object-Oriented Programming by using Class theories
   b. use an Object in all possible scenarios discussed in the previous topics
   c. create new class, inherit and modify some existing classes etc.

8. **Topic 8: Scripting Language MATLAB (2 hours)**
   a) MATLAB and the interpreter
   b) Revisit Variables, selection and loop statements and methods/functions in MATLAB by comparing with the Java counterparts.
   c) Arrays in MATLAB
   d) Plotting/graphing in MATLAB
At the end of this section, students will be able to:
   a. Solidify their background in MATLAB they have been exposed to in the Linear Algebra course.

**Evaluation**
<table>
<thead>
<tr>
<th>Course Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>In Class Attendance</td>
<td>5%</td>
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<tr>
<td>Quizzes (Maximum 10)</td>
<td>10%</td>
</tr>
<tr>
<td>Laboratory Assignments (Maximum 10)</td>
<td>15% (demo: 10%+ Working Code: 5%)</td>
</tr>
<tr>
<td>Midterm Test</td>
<td>20%</td>
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<tr>
<td>Final Examination</td>
<td>50%</td>
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</tbody>
</table>

- To obtain a passing grade in the course, a mark of 50% or more must be obtained on the final examination as well as on the laboratory.
- A final examination or laboratory mark < 50% will result in a final course grade of 48% or less. Also, after adding all the course component marks, if someone gets <50%, it will be deemed as a failing grade in the course.

**Attendance:** Class attendance will be recorded, and the attendance-grade will be assigned based on the following breakdown:

<table>
<thead>
<tr>
<th>Percentage of Attendance</th>
<th>Grade (Out of 5)</th>
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<tbody>
<tr>
<td>1 – 30</td>
<td>1</td>
</tr>
<tr>
<td>31 – 55</td>
<td>2</td>
</tr>
<tr>
<td>56 – 72</td>
<td>3</td>
</tr>
<tr>
<td>73 – 89</td>
<td>4</td>
</tr>
<tr>
<td>90 and above</td>
<td>5</td>
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</table>

*Important Note: Any student has the option to make a request to the instructor via email ([grahman@eng.uwo.ca](mailto:grahman@eng.uwo.ca)) by the end of the day on Friday, January 24th/2020 to allocate the attendance weight to the final exam weight. In this case, the final exam for that student will be weighted out of 55% instead of 50%, and the attendance will not be graded.*

**Laboratory Assignments (Maximum 10):**
- A new lab assignment will be available in each week
- The assignment will be available at least one week prior to the lab day
- **There won't be any lab before the Lab-0 week (week of 27th of January)**
- Here are the dates:
  1. Week of 27th of January. Quiz 0 / Lab-0 practice and demo, and Lab 1 discussion.
  2. Week of 3rd of February: Lab 1 discussion/demo/submission by the end of the lab; Quiz on lab 1 topics; if you're done with the previous lab start working on Lab 2
  3. Week of 10th of February: Lab 2 discussion/demo/submission by the end of the lab; Quiz on lab 2 topics; if you're done with the previous lab start working on Lab 3
  4. **Week of 17th of February: NO LABS**
  5. Week of 24th of February: Lab 3 discussion/demo/submission by the end of the lab; Quiz on lab 3 topics; if you're done with the previous lab start working on Lab 4
  6. Week of 2nd of March: Lab 4 discussion/demo/submission by the end of the lab; Quiz on lab 4 topics; if you're done with the previous lab start working on Lab 5
  7. Week of 9th of March: Lab 5 discussion/demo/submission by the end of the lab; Quiz on lab 5 topics; if you're done with the previous lab start working on Lab 6
8. Week of 16th of March: Lab 6 discussion/demo/submission by the end of the lab; Quiz on lab 6 topics; if you're done with the previous lab start working Lab 7
9. Week of 23rd of March: Lab 7 quiz/discussion/demo/submission by the end of the lab, and if you’re done with the previous lab start working on Lab 8
10. Week of 30th of March: Lab 8 quiz/discussion/demo/submission by the end of the lab
   - You MUST submit your source code (.java files only) to Owl course site (electronically) within the deadline (will be available on Owl); zero grade will be assigned (for the whole lab) for not submitting electronically and/or not demonstrating.
   - Grades will be assigned based on the submitted working code; zero grade will be assigned (for the whole lab) for no demonstration even though the working code is submitted.
   - Two worst lab grades (out of all labs including lab 0) will be taken out of the lab average.

Quizzes (maximum 10):
   - Every lab will start with a 15-minute long lab quiz.
   - The quiz questions will be taken from the course components used in the lab-assignment
   - On the quiz, the student might be asked to write the lab-code, s/he just submitted.
   - Two worst quiz grades (out of all quizzes including quiz 0) will be taken out of the final quiz average.

Midterm Test: 29/Feb/2019 (10am – Noon)
   - Exam locations: HSB 35, 236, 240; FNB 1200, 1220

Final Examination: The final examination will take place during the regular examination period April 6 – April 26 (TBD by the registrar’s office).

Late Submission Policy: No late assignment will be accepted.

Assignment Submission Locker: Not required.

Use of English: In accordance with Senate and Faculty Policy, students may be penalized up to 10% of the marks on all assignments, tests, and examinations for improper use of English. Additionally, poorly written work with the exception of the final examination may be returned without grading. If resubmission of the work is permitted, it may be graded with marks deducted for poor English and/or late submission.

Attendance: All classes, laboratories, and tutorials are mandatory unless otherwise stated. Any student who, in the opinion of the instructor, is absent too frequently from class, laboratory, or tutorial periods will be reported to the Dean (after due warning has been given). On the recommendation of the department, and with the permission of the Dean, the student will be debarred from taking the regular final examination in the course.

Absence Due to Illness or Other Circumstances: Students should immediately consult with the instructor or department Chair if they have any problems that could affect their performance in the
course. Where appropriate, the problems should be documented (see the attached “Instructions for Students Unable to Write Tests or Examinations or Submit Assignments as Scheduled”). The student should seek advice from the instructor or department Chair regarding how best to deal with the problem. Failure to notify the instructor or department Chair immediately (or as soon as possible thereafter) will have a negative effect on any appeal.

For more information concerning medical accommodations, see the relevant section of the Academic Handbook:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf

For more information concerning accommodations for religious holidays, see the relevant section of the Academic Handbook:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_religious.pdf

**Missed Midterm Examinations:** If a student misses a midterm examination, the exam will not be rescheduled. The student must follow the Instructions for Students Unable to Write Tests and provide documentation to the Undergraduate Services Office in SEB 2097 (http://www.eng.uwo.ca/undergraduate/) within 24 hours of the missed test. This office will decide whether to allow the reweighting of the test, where reweighting means the marks normally allotted for the midterm will be added to the final exam. If no reasonable justification for missing the test can be found, then the student will receive a mark of zero for the test.

If a student is going to miss the midterm examination for religious reasons, they must inform the instructor in writing within 48 hours of the announcement of the exam date or they will be required to write the exam.

**Cheating and Plagiarism:** Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. University policy states that cheating, including plagiarism, is a scholastic offence. The commission of a scholastic offence is attended by academic penalties, which might include expulsion from the program. If you are caught cheating, there will be no second warning.

All required papers may be subject to submission for textual similarity review to commercial plagiarism-detection software under license to the University for the detection of plagiarism. All papers submitted will be included as source documents on the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between the University of Western Ontario and Turnitin.com (http://www.turnitin.com).

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, in the relevant section of the Academic Handbook:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf
Use of Electronic Devices: No electronic device will be required during the class lectures. Also, No electronic device will be permitted during quizzes and other exams.

Use of Personal Response Devices (“Clickers”): Not required.

Policy on Repeating All Components of a Course: Students who are required to repeat an Engineering course must repeat all components of the course. No special permissions will be granted enabling a student to retain laboratory, assignment, or test marks from previous years. Previously completed assignments and laboratories cannot be resubmitted by the student for grading in subsequent years.

Internet and Electronic Mail: Students are responsible for regularly checking their Western e-mail and the course web site (https://owl.uwo.ca/portal/) and making themselves aware of any information that is posted about the course.

Accessibility: Please contact the course instructor if you require material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Services for Students with Disabilities (SSD) at 519-661-2111 ext. 82147 for any specific question regarding an accommodation.

Student Development Centre, http://www.sdc.uwo.ca/
Engineering Undergraduate Services, http://www.eng.uwo.ca/undergraduate/
USC Student Support Services, http://westernusc.ca/services/
Students who are in emotional/mental distress should refer to Mental Health @ Western, http://www.health.uwo.ca/mental_health/, for a complete list of options about how to obtain help.

Class Schedule: (Lab seating assignments with lab locations will be available on OWL)
INSTRUCTIONS FOR STUDENTS UNABLE TO WRITE TESTS OR EXAMINATIONS OR SUBMIT ASSIGNMENTS AS SCHEDULED

If, on medical or compassionate grounds, you are unable to write term tests or final examinations or complete course work by the due date, you should follow the instructions listed below. You should understand that academic relief will not be granted automatically on request. You must demonstrate to your department (or the Undergraduate Services Office) that there are compelling medical or compassionate grounds that can be documented before academic relief will be considered. Different regulations apply to term tests, final examinations and late assignments. Please read the instructions carefully.

NEW: Requests for Academic Consideration using the Self-Reported Absence Form

If you experience an unexpected illness or injury or an extenuating circumstance (48 hours or less) that is sufficiently severe to temporarily render you unable to meet academic requirements (e.g., attending lectures or labs, writing tests or midterm exams, completing and submitting assignments, participating in presentations) you should self-declare using the online Self-Reported Absence portal. This option should be used in situations where you expect to resume academic responsibilities within 48 hours or less.

Each student will be allowed a maximum of two self-reported absences between September and April and one self-reported absence between May and August. Self-reporting may not be used for final exams or assessments (e.g. midterm exams, tests, reports, presentations, or essays) worth more than 30% of any given course.

For full instructions about the Self-Reporting System refer to the Academic Calendar: http://westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=report&SubHeadingID=322&SelectedCalendar=Live&ArchiveID=#SubHeading_322

A. GENERAL REGULATIONS & PROCEDURES (other than self-reported absences)

1. All first year students will report to the Undergraduate Services Office, SEB 2097, for all instances.

2. If you are an upper year student and you are missing a test/assignment/lab or examination that is worth LESS THAN 10% of your mark, you should report to your department office to request relief. If your course work is worth MORE THAN 10% of your final grade, you will report to the Undergraduate Services Office, SEB 2097.

3. Check the course outline to see if the instructor has a policy for missed tests, examinations, late assignments or attendance.

4. Documentation must be provided as soon as possible. If no one is available in your department office or the Undergraduate Services Office, leave a message clearly stating your name & student number and reason for your call. The department telephone numbers are given at the end of these instructions.

5. If you decide to write a test or an examination you should be prepared to accept the mark you earn. Rewriting tests or examinations or having the value of a test or examination reweighted on a retroactive basis is not permitted.

B. TERM/MIDTERM TESTS (other than self-reported absences)

1. If you are in first year and you are unable to write a midterm/term test, contact the Undergraduate Services Office, SEB 2097 PRIOR to the scheduled date of the test.

2. If you are an upper year student and you are unable to write a midterm/term test, inform your instructor PRIOR to the scheduled date of the test. If the instructor is not available, leave a message for him/her at the department office. If the test is worth LESS THAN 10% of your mark, you should report to your department office to request relief. If the test is worth MORE THAN 10% of your final grade you will report to the Undergraduate Services Office, SEB 2097 to request relief.

3. Be prepared to provide supporting documentation to the Department Chair and/or the Undergraduate Services Office (see next page for information on documentation).

4. Discuss with the instructor if and when the test can be rescheduled. N.B. The approval of the Chair or the Undergraduate Services Office is required when rescheduling midterm/term tests.
C. **FINAL EXAMINATIONS (cannot be self-reported)**

1. If you are unable to write a final examination, contact the Undergraduate Services Office PRIOR TO THE SCHEDULED EXAMINATION TIME to request permission to write a Special Final Examination. If no one is available in the Undergraduate Services Office, leave a message clearly stating your name & student number.

2. Be prepared to provide the Undergraduate Services Office with supporting documentation (see next page for information on documentation) the next day, or as soon as possible (in cases where students are hospitalized). The following circumstances are not considered grounds for missing a final examination or requesting special examinations: common cold, headache, sleeping in, misreading timetable and travel arrangements.

3. In order to receive permission to write a Special Examination, you must obtain the approval of the Chair of the Department and the Associate Dean and in order to apply you must sign a "Recommendation for a Special Examination Form" available in the Undergraduate Services Office. The Undergraduate Services Office will then notify the course instructor(s) and reschedule the examination on your behalf.

   PLEASE NOTE: It is the student's responsibility to check the date, time and location of the Special Examination.

D. **LATE ASSIGNMENTS**

1. Advise the instructor if you are having problems completing the assignment on time (prior to the due date of the assignment).
2. Be prepared to provide documentation if requested by the instructor (see reverse side for information on documentation).
3. If you are granted an extension, establish a due date. The approval of the Chair of your Department (or the Assistant Dean, First Year Studies, if you are in first year) is not required if assignments will be completed prior to the last day of classes.
4. i) Extensions beyond the end of classes must have the consent of the instructor, the department Chair and the Associate Dean, Undergraduate Studies. Documentation is mandatory.
   ii) A Recommendation of Incomplete Form must be filled out indicating the work to be completed and the date by which it is due. This form must be signed by the student, the instructor, the department Chair and the Associate Dean, Undergraduate Studies.

E. **SHORT ABSENCES**

If you miss a class due to a minor illness or other problem, check your course outlines for information regarding attendance requirements and make sure you are not missing a test, laboratory or assignment. Cover any readings and arrange to borrow notes from a classmate.

F. **EXTENDED ABSENCES**

If you are absent more than one week or if you get too far behind to catch up, you should consider reducing your workload by dropping one or more courses. (Note drop deadlines listed below). You are strongly encouraged to seek advice from your Academic Counsellor in the Undergraduate Services Office.

G. **DOCUMENTATION**

If you consulted an off-campus doctor or Student Health Services regarding your illness or personal problem, you must provide the doctor with a Student Medical Certificate to complete at the time of your visit and then bring it to the Department (or the Undergraduate Services Office). This note must contain the following information: severity of illness, effect on academic studies and duration of absence. Regular doctor’s notes will not be accepted; only the Student Medical Certificate will be accepted.

   **In Case of Serious Illness of a Family Member:** Provide a Student Medical Certificate to your family member's physician to complete and bring it to the Department (or the Undergraduate Services Office if you are in first year).

   **In Case of a Death:** Obtain a copy of the death certificate or the notice provided by the funeral director's office. You must include your relationship to the deceased and bring it to the Department (or the Undergraduate Services Office if you are in first year).

   **For Other Extenuating Circumstances:** If you are not sure what documentation to provide, ask the Departmental Office (or the Undergraduate Services Office if you are in first year) for direction.

   **Note:** Forged notes and certificates will be dealt with severely. To submit a forged document is a scholastic offence (see below).
H. **ACADEMIC CONCERNS**

1. You need to know if your instructors have a policy on late penalties, missed tests, etc. This information may be included on the course outlines. If not, ask your instructor(s).

2. You should also be aware of attendance requirements in some courses. You can be debarred from writing the final examination if your attendance is not satisfactory.

3. If you are in academic difficulty, check out the minimum requirements for progression in the calendar. If in doubt, see your Academic Counsellor.

*Calendar References:* Check these regulations in your 2019 Western Academic Calendar available at [www.westerncalendar.uwo.ca](http://www.westerncalendar.uwo.ca).

**Self-Reporting Absences:**
[http://westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=report&SubHeadingID=322&SelectedCalendar=Live&ArchiveID=#SubHeading_322](http://westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&Keywords=report&SubHeadingID=322&SelectedCalendar=Live&ArchiveID=#SubHeading_322)

**Absences Due to Illness:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

**Academic Accommodations for Students with Disabilities:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10)

**Academic Accommodations for Religious or Holy Days:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_16](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_16)

**Course Withdrawals:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=6&SelectedCalendar=Live&ArchiveID=#Page_75](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=6&SelectedCalendar=Live&ArchiveID=#Page_75)

**Examinations:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&command=showCategory&SelectedCalendar=Live&ArchiveID=#SubHeading_78](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=5&command=showCategory&SelectedCalendar=Live&ArchiveID=#SubHeading_78)

**Scheduling of Term Assignments:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_78](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_78)

**Scholastic Offences:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20)

**Student Medical Certificate:**
[https://www.eng.uwo.ca/files/undergraduate/forms/smc.pdf](https://www.eng.uwo.ca/files/undergraduate/forms/smc.pdf)

**Engineering Academic Regulations:**
[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=4&SelectedCalendar=Live&ArchiveID=#Page_86](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=4&SelectedCalendar=Live&ArchiveID=#Page_86)

*Note:* These instructions apply to all students registered in the Faculty of Engineering regardless of whether the courses are offered by the Faculty of Engineering or other faculties in the University.

**Add Deadlines:**
- First term half course (i.e. “A” or “F”) September 13, 2019
- Full courses and full-year half course (i.e. “E”, “Y” or no suffix) September 13, 2019
- Second term half course (i.e. “B” or “G”) January 14, 2020

**Drop Deadlines:**
- First term half course (i.e. “A” or “F”) November 12, 2019
- Full courses and full-year half courses (i.e. “E”, “Y” or no suffix) November 30, 2019
- Second term half or second term full course (i.e. “B” or “G”) March 7, 2020

**Contact Information:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
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<tbody>
<tr>
<td>Undergraduate Services Office</td>
<td>SEB 2097</td>
<td>519-661-2130</td>
</tr>
<tr>
<td>Chemical &amp; Green Process Engineering</td>
<td>TEB 477</td>
<td>519-661-2131</td>
</tr>
<tr>
<td>Civil Engineering</td>
<td>SEB 3005</td>
<td>519-661-2139</td>
</tr>
<tr>
<td>Computer, Electrical, Mechatronic Systems &amp; Software Engineering</td>
<td>TEB 279</td>
<td>519-661-3758</td>
</tr>
<tr>
<td>Integrated Engineering</td>
<td>ACEB 2410</td>
<td>519-661-6725</td>
</tr>
<tr>
<td>Mechanical Engineering</td>
<td>SEB 3002</td>
<td>519-661-4122</td>
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