



The University of Alabama at Birmingham

**MASTER OF ENGINEERING (MENG)**

**GRADUATE STUDENT HANDBOOK**

**2018-2019**

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## 1 Master of Engineering (MEng) Degree

### 1.1 General Information

The purpose of this document is to outline the policies and procedures for the Master of Engineering (MEng). A copy of this [MEng Graduate Program Handbook](#) is available to download. This document should be used by students in the MEng Graduate Degree for guidance in their graduate studies, and by advisors to inform students on the various requirements of each of the degree programs.

The UAB MEng currently offers six tracks:

- [ASEM \(Advanced Safety Engineering and Management\)](#),
- [CEM \(Construction Engineering Management\)](#),
- [CSE \(Structural Engineering\)](#),
- [D&C \(Design and Commercialization\)](#),
- [IEM \(Information Engineering and Management\)](#), and
- [SSC \(Sustainable Smart Cities\)](#).

Each of these tracks have specific requirements to obtain the MEng degree. Visit the website above for information about academic performance requirements, developing a plan of study, and the possibility of transferring coursework.

### 1.2 Graduate School Links

This Handbook supplements the information contained on the UAB Graduate School website linked below, which presents policies and regulations for all graduate students at UAB. Students are responsible for familiarizing themselves with both.

[UAB Graduate School Academic Policies and Progress](#)

Other sources of information:

- [UAB Graduate Catalog](#)
- [Graduate School Deadline Dates](#)
- [Graduate School Forms](#)

Familiarize yourself with UAB Graduate School and MEng policies and procedures early in your graduate career to facilitate a smooth and timely matriculation.

### 1.3 Points of Contact

[School of Engineering Professional Programs/Master of Engineering website](#)

In addition to this handbook, the Graduate Program Directors and the MEng administrative staff members are available to provide assistance and guidance.

<b>ASEM</b>	<b>Dr. Donny Burke</b> (Assistant Professor and ASEM Graduate Program Director) Contact: <a href="mailto:dburke3@uab.edu">dburke3@uab.edu</a> . (205) 975-3891. Hoehn 340.
<b>CEM</b>	<b>Dr. Fouad Fouad, PE</b> (Professor and Chair, Interim CEM Director) Contact: <a href="mailto:ffouad@uab.edu">ffouad@uab.edu</a> . (205) 934-8430. Hoehn 140.  <b>Dianne Gilmer, MEng</b> (Instructor and CEM Assistant Director) Contact: <a href="mailto:digilmer@uab.edu">digilmer@uab.edu</a> . (205) 975-5848. Hoehn 310.  <b>Francoise Lefort</b> (CEM Instructional Design Manager) Contact: <a href="mailto:flefort@uab.edu">flefort@uab.edu</a> . (205) 934-8476. Hoehn 310.
<b>CSE</b>	<b>Dr. Chris Waldron, PE</b> (Associate Professor and Director of CSE) Contact: <a href="mailto:cwaldron@uab.edu">cwaldron@uab.edu</a> . (205)934-8435. Hoehn 331B.
<b>D&amp;C</b>	<b>Dr. Alan Eberhardt</b> (Professor) Contact: <a href="mailto:aeberhar@uab.edu">aeberhar@uab.edu</a> . (205) 934-8464. Hoehn 361.  <b>Julie Calma</b> (Program Administrator) Contact: <a href="mailto:jcalma@uab.edu">jcalma@uab.edu</a> . (205) 996-0165. Hoehn 361.
<b>IEM</b>	<b>Dr. Dale Callahan, PE</b> (Associate Professor, Associate Dean for Professional Programs and Industry Relations, and IEM Program Director) Contact: <a href="mailto:dcallahan@uab.edu">dcallahan@uab.edu</a> . (205) 934-8480. Hoehn 370.  <b>Maria Whitmire, MEng</b> (IEM Program Manager) Contact: <a href="mailto:mwhitmire@uab.edu">mwhitmire@uab.edu</a> . (205) 934-8480. Hoehn 370.
<b>SSC</b>	<b>Dr. Jason Kirby</b> (Associate Professor and Director of SSC) Contact: <a href="mailto:jtkirby@uab.edu">jtkirby@uab.edu</a> . (205) 934-8479. Hoehn 238.

## 2 Registration

Students must complete the courses in the Degree Plan in a timely manner. To register for courses, you will receive a Registration Access Code (RAC) number from your advisor. Please keep this RAC number until the semester is finished. The student should follow the procedures for registration via BlazerNET, and register for each term during the dates specified in the UAB Class Schedule.

**To register for courses, sign in to [BlazerNET](#).** Once logged in to BlazerNET, click on the Student Resources tab. On the Student Resources tab, see a channel entitled “Registration Tools.” All the tools you need to register are available as links within this area.

### **To look up the Course Reference Number for your course(s)**

Click on the “Look Up Classes” link to search the available courses for the term. You may search for classes with several different criteria, but the only block that must be utilized is the *Subject* block.

Once the classes are visible, register for the course(s) by clicking on the empty checkbox to the left of the CRN and clicking on the Register button at the bottom of the screen.

**If you already know the CRN for your course(s)**

Click on the “Add/Drop Classes” link in the “Registration Tools” channel. The Add/Drop worksheet will appear. There will be a row of empty blocks. Type in the five-digit CRN for your course in any of the blocks. If you are registering for more than one course, tab over to another block and enter in all of the courses at one time. (You do not need to type in the subject or number for the course, only the CRN is required!) Click on the *Register* button at the bottom of the screen when complete.

**To verify that you have successfully registered**

If you would like a Registration Confirmation, click Registration Confirmation in the “Registration Tools” channel. If you would like to see your classes in a schedule format, follow these steps: On the Student Resources tab, click on the link “Banner Self-Service.” Click on *Student and Financial Aid*. Click on *Registration*. Click on *Student Detail Schedule* or *Week at a Glance*.

### 3 Scholarships, Financial Aid and UAB Career Services

#### 3.1 Scholarships

Graduate students are encouraged to apply for [scholarships](#) to support their graduate studies. You can start with [BSMART](#), this Blazer Scholarship Management and Resource Tool is designed for current and accepted UAB students.

#### 3.2 Financial Aid

To Apply for Financial Aid, visit the [Office of Student Financial Aid](#).

#### 3.3 UAB Career Services

**Desland Robinson** (Director, Career Services, Hoehn 115a, (205) 934-8400, [DeslandRobinson@uab.edu](mailto:DeslandRobinson@uab.edu)) is a resource for career planning, networking opportunities and advising. She engages engineering students in the career development process of exploring career options, gaining experience in a chosen field, preparing for the job search, and succeeding in their career goals. Desland provides a comprehensive employment program to bring employers and students together and serve as a catalyst for campus recruiting.

UAB’s [HireABlazer](#) currently has more than 200 internships and 1,000 part-time and full-time positions. UAB students who want to learn how to secure or identify an internship can reach out to Career and Professional Development for help with success strategies and opportunities to gain experience in their field. Call 205-934-4324 or email [careerservices@uab.edu](mailto:careerservices@uab.edu).