



**Undergraduate**

**Student Handbook**



## **Welcome to Industrial Engineering!**

<http://depts.washington.edu/ie/>

Congratulations on your acceptance into the Industrial Engineering Undergraduate Program. We are happy you are joining us. You have chosen a unique and challenging discipline that you will no doubt find rewarding. Outlined below are several resources and procedural matters that will assist you with your transition to IE.

### **Industrial Engineering Advising Office**

The Industrial Engineering Advising Office is located in room G-7A of the Mechanical Engineering Building. If you have not already done so, stop by and introduce yourself to the Academic Advisor, Erin Peinado. Her office serves as your central information center. To help disseminate information to you, you will be added to an email distribution list that alerts IE students of relevant notices and information.

Whether you need assistance with class scheduling, career placement information, scholarship opportunities, study abroad, or any number of other issues, the Advising Office can help you. In addition, Erin can point you to appropriate other offices on campus for issues she cannot directly address. You can contact Erin at [ieadvise@u.washington.edu](mailto:ieadvise@u.washington.edu).

In addition, Professor Richard Storch is the undergraduate faculty advisor and IE Director. He is an additional advising resource available to you. He can assist you with technical elective choices, and general questions you might have about industrial engineering and your degree requirements. His email is [rlstorch@u.washington.edu](mailto:rlstorch@u.washington.edu).

### **IE Undergraduate Computer Lab**

The Industrial Engineering Program provides a computer lab facility for the restricted use of IE undergraduate students. The lab is located in room 153 of the Engineering Annex Building. You will need to set up an account on the IE computer network, and a security code is required to unlock the door. To establish your computer account and obtain the security code you may fill out a form today, and turn it in to Erin Peinado in room G-7 of the Mechanical Engineering Building. Forms are also available anytime in the IE Advising Office. Door codes can be obtained from the IE Secretary Supervisor, Peggy Remlinger, in room G-10.

## **Institute of Industrial Engineers – UW Chapter**

Founded in 1948, the Institute of Industrial Engineers (IIE) is the premier organization dedicated to advancing the technical and managerial excellence of the industrial engineering field. The UW Chapter plays an active role in the professional and social growth of IE students. Student officers are voted on by their peers in the IE program. Meetings are held monthly, and the chapter is advised by Associate Professor Benita Beamon.

To reference IIE's webpage, go to <http://students.washington.edu/iie/>.

## **Alpha Pi Mu**

The official UW chapter of Alpha Pi Mu, the national Industrial Engineering Honor Society, was established on December 1, 2000. Initiation into the group is held annually and is determined by academic performance as compared against your peers in IE. Alpha Pi Mu is advised by Associate Professor Benita Beamon.

Alpha Pi Mu's website can be viewed at <http://students.washington.edu/alphapim/>.

## **Student Advisory Board**

The primary goal of the Industrial Engineering Student Advisory Board (SAB) is to encourage student involvement in IE. As a committee of undergraduate and graduate students, the SAB advises the IE program on a variety of issues. Board membership includes student officers from the student chapter of the [Institute of Industrial Engineers](#) and [Alpha Pi Mu](#) (IE Honor Society), the Graduate and Professional Student Senator for IE, and "at large" representatives for undergraduate and graduate students. Announcements will be sent out later in the year about getting involved with SAB. You are encouraged to participate!

## **Technical Elective Requirements**

A requirement of the IE Undergraduate Program is completion of at least 37 credits of technical electives. Courses acceptable as technical electives can be viewed at [http://testbot.ieng.washington.edu/ie/academic/Current\\_Tech\\_Electives.pdf](http://testbot.ieng.washington.edu/ie/academic/Current_Tech_Electives.pdf). Of the 37 credits, several specific courses are required (please reference the IE Graduation Requirements). To request approval of a course not on the list, fill out the petition form which can be picked up in the IE Advising Office.

## **Continuation Policy**

While the University has general regulations governing scholastic eligibility for continuance, departments and programs in the College of Engineering have adopted additional requirements in order to make the best use of the limited facilities and resources available, and to provide reasonable assurance of academic success.

The complete IE Undergraduate Continuation Policy can be referenced at [http://testbot.ieng.washington.edu/ie/academic/Continuation\\_Policy--revised.pdf](http://testbot.ieng.washington.edu/ie/academic/Continuation_Policy--revised.pdf). The three

main points of the policy require that you 1) be registered each quarter as a full-time student (12 credits minimum), 2) that you maintain satisfactory progress in terms of your grades as outlined specifically in the policy, and 3) that you do not double-count *any* course that applies to your B.S.I.E. degree.

### **Graduation Procedures**

When you are nearing completion of your degree requirements you will need to schedule a final advising appointment. At this time you will complete a Graduation Application that lists all of your remaining requirements. It is recommended that you complete the Graduation Application two quarters before the quarter you plan to graduate. The deadline to file your Graduation Application is the end of the third week of the quarter in which you plan to graduate.

The Industrial Engineering Program organizes a graduation celebration once a year, usually the morning of UW Commencement. IE graduates from the entire previous year are welcome to attend with unlimited space for family and friends.

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## **Industrial Engineering Faculty and Staff**

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