



UNIVERSITY

Fall Grades, Bills, and Registration

Fall 2011 course grades will be available on Banweb by December 21, 5pm. If you think there might be an error in a course grade, you should contact the instructor of the course.

Spring semester bills are due and spring enrollment must be confirmed by January 4, 5pm. A \$50 late fee will be assessed for bills paid or enrollments confirmed after January 4, 5pm.

On-line registration is currently open and will close January 13. Students may late-register, with the instructor's approval, until January 18.

Repeating Courses

If a grade of CD or below is earned in a course, the course may be repeated. When a course is repeated, any credit previously earned under the course number is forfeited and the transcript will indicate NR (no grade – repeated) for the earlier attempt. The new grade in the course (even if it is lower) will replace the original grade in the student's GPA calculation. A student can repeat a low-grade course once without special approval. If a student wants to repeat a course a second time (i.e., take a course for the third time), the student must get approval from the Student Affairs Office (170 Administration Building, studentaffairs@mtu.edu, 906-487-2212) and from the student's academic advisor.

Students considering retaking a course during spring semester should schedule the class before returning to campus. Students

with questions regarding which classes to take should contact their academic advisor.

How to Calculate Grade Point Average

To calculate a grade point average (GPA), the following equation is used:

$$\text{GPA} = \frac{\sum(\text{Credits} \times \text{Grade})}{\sum \text{Credits}}$$

where the letter grade in a class is first translated to points earned (A = 4 points, AB = 3.5 points, etc.).

When a course is transferred from another institution to Michigan Tech, the grade is not transferred. Therefore, the credits and the grade for the transferred class are not used in the Michigan Tech GPA calculation.

CAREER

Looking Ahead: Preparing to Get a Job

It is not too early to start preparing for a summer job; plan ahead for the Michigan Tech Career Fair, Spring 2011. Prepare a resume and polish interview skills (for details go to www.career.mtu.edu/general/calendar.php):

- **Resume Review:** Visit the Career Center to schedule a one-on-one appointment to review your resume from now until February 11, 9am – 5pm.
- **Resume Blitz:** Stop in for a quick resume review. In the MUB Commons, 11am-2pm, January 18, 19, 24, and 25. In Douglas Houghton Hall Ballroom and West McNair Lounge, 3-5pm, February 1. In Wadsworth Hall Annex, 3-5pm, February 2.
- **Interview Skills:** Visit the Career Center webpage (www.career.mtu.edu/NACELink) to schedule a one-on-one appointment for a mock interview (resume required). February 13-17, 9am – 4pm.
- **Etiquette Dinner:** MUB Ballroom, February 16, Social, Dinner, & Programming 5:30-7:30pm.

- **Career Fair:** Student Development Complex, February 21, 12pm – 6pm.
- **Still Looking For That Job?:** Learn effective job searching strategies that will put you on the path to a successful career. March 30, 6pm, Fisher Hall, Room 135.

For more details on career professionalism to get ready for the Career Fair, see the September 2011 Newsletter on the web.

www.geneng.mtu.edu/newsletter/

Getting Started: Resume Writing

Your cover letter and resume are typically the first information a potential employer sees about you. Therefore, you want this first introduction to make the best impression possible.

Potential employers are going to spend about 30 seconds reviewing a resume before deciding if the applicant is worth more review, so be sure to make it easy to scan: well organized, concise, and descriptive. Every resume should be accompanied by a cover letter. The cover letter should grab their attention and generate interest by linking your abilities with their needs. Following an interview, you should send a thank you letter. It should be sent by e-mail or snail mail within 2 days following the interview.

The Career Services' writing tips on cover letters, resumes, and thank you letters are available on the web, along with examples.

www.career.mtu.edu/students.php

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