

Mechanical Engineering

First Year Student
Advising Meeting
March 18, 2014

Department of Mechanical Engineering -
Engineering Mechanics

**“prepare engineering students for
successful careers.”**

ME Academic Advisors

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Advising Office Hours

8am – 5pm (Monday - Friday)
(open until **4pm** in the summer)

204A/205A (203) ME-EM

906.487.2564

walk-in or by appointment



ME ADVISING PAGE:

<http://www.me.mtu.edu/advising.htm>

Academic advisor's role

Assist students with:

- developing an educational plan
- course scheduling
- interpreting University policies and procedures
- seeking out services as needed
- additional curricula
- co-op and study abroad opportunities
- clarification of career and life goals

Your ***education*** is more than just the courses you have to take to get a mechanical engineering degree at Michigan Tech.

Enhance Your Education

- Senior design or Enterprise
- Co-ops/internships
- Minors/certificates
- Study abroad
- Undergraduate research
- Extra-curricular activities



See items in
'Announcements'
and 'FAQs'

DEPARTMENT OF MECHANICAL ENGINEERING—ENGINEERING MECHANICS

Engineering > Mechanical Engineering > Advising

DEPARTMENT

GRADUATE

UNDERGRADUATE

Mechanical Engineering—
BS

Accreditation

Senior Capstone Design
EnterpriseOrder of the Engineer
Departmental Courses

Advising

Learning Center

RESEARCH

FACILITIES

PEOPLE AND GROUPS

QUICK LINKS

Undergraduate Advising

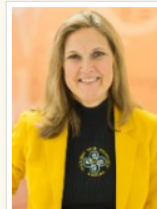
TUESDAY, FEBRUARY 25, 2014

Announcements

- [Spring & Summer 2014 Important Dates](#)
- [Summer 2014 Flow Chart](#) (shows Track A/Track B offerings for all requirements including lists of planned HUFA/SBS/HASS and Co-Curricular courses)
- [Spring 2014 Exam Schedule](#)
- [Fall 2014 Registration Priority Schedule](#)
- [All ME Technical Electives by Career/Interest Area](#) (shows planned fall/spring semester offerings for 2014-15 academic year)
- [Fall 2013 ME First-Year Student Advising Meeting - Slides Only](#)
- [Fall 2013 Orientation Advising Meeting Slides](#) (for incoming students)

Advising Reminders

- Complete [Application for Graduation](#) online two semesters prior to graduation
- Graduating next semester? See an academic advisor for a paper [Degree Audit](#). You must sign a paper audit in addition to reviewing the DARS online degree audit through BanWeb.



Danise Jarvey
Senior Engineering Academic
Advisor

Contact
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ME-EM 204B



Ryan Towles
Academic Advisor

ME Advisin
204/205 R.L. S

Inside the Eng

Walk-in or by

Fall and Sp

Frequently Asked Questions

1. How do I register on BanWeb and what if I need a waiver?
2. Joining an Enterprise
3. When and how can I add/drop classes? What is a 'W' grade?
4. How to change my major or add a minor/certificate
5. Transferring credits from elsewhere
6. Repeating a Course
7. Feeling stressed. What can I do?
8. Contacts for Filled Sections – By Department
9. ME versus MET
10. Study Abroad
11. ROTC Academic Plans (AF Form 48, AR Form 104R)
12. Co-op credits
13. Thinking of graduate school?
14. Am I ready to take Senior Capstone Design (SCD – MEEM4901/4911) or Enterprise Senior Design (ENT4950/60)? How are projects defined through the ME-EM department?
15. Preparing for Graduation & DARS FAQs
16. Should I take the FE Exam? When? How?

Most Downloaded

BSME Flowcharts

Humanities/Fine Arts (HUFA) & Social/Behavioral Sciences (SBS) Electives Lists

M–F: 8:00 a.m. – 4:00 p.m.

* Summer advising hours are subject to change due to advisor commitments, summer programs, prospective student visits, and vacation time. Please email or call ahead to check if an advisor is in the office. Advising resources are available on the wall outside of the advising offices.

Links

[Academic Support](#)

[Advisor List \(For Dual Degrees, Double Majors, Minors, & Certificates\)](#)

[American Society of Mechanical Engineers - Student Chapter](#)

[Women in the American Society of Mechanical Engineers](#)

[BanWeb](#)

[Career Services](#)

[Certificate Audits](#)

[Counseling Services](#)

[Dean of Students](#)

[Degree Audits and DARS](#)

[Departmental Courses](#)

[Differential Tuition](#)

[Double Majors, Additional/Dual Degrees, Minors, Certificates \(Rules & How to Declare\)](#)

[Engineering Fundamentals](#)

PEOPLE

EVENTS

SUPPORT

NEED TO KN

EVENTS

SUPPORT

NEED TO KNOW

CONTACT





Minors/certificates

- Economics (School of Business & Economics)
- Electrical Engineering (Electrical & Computer Eng)
- Hybrid Electric Vehicle Eng. (College of Eng) - Handout
- Mathematical Studies (Mathematical Sciences)
- Manufacturing (ME-EM) - Handout
- Modern Languages (Humanities)
 - Minor or certificate – French/German/Spanish
 - International language minors (study abroad)
- Nano-technology (Multi-disciplinary)
- Structural Materials (Material Science & Eng)
- Data Acquisition and Industrial Control (School of Technology)
- Psychology (Cognitive & Learning Sci)
- Coaching Fundamentals (Kinesiology and Integrative Phys)
- Technical Theatre (Fine Arts), and more.....

Minors - Advising Contacts

- See advisor in department offering minor or certificate.
 - Advisor list linked to ME Advising page
 - Fill out curriculum add/drop form with minor advisor.
- Minor audit must be completed before graduation.
- Bring a copy of completed minor audit to ME academic advisor.



Study Abroad

- Summer
- Academic semester or full year
- European Project Semester
- iDesign – Civil & Env. Eng.
- ME International Senior Design



Study Abroad

International Programs & Services

200 Administration Bldg

<http://www.mtu.edu/international/>

ips@mtu.edu

Extra-Curricular Activities



Mid-semester grades

- Became available March 3 @ 5:00pm
- Check on BanWeb
- Grades are:
 - “satisfactory” (‘C’ or better) or
 - “unsatisfactory” (worse than a ‘C’)
- Grades reflect current/projected progress, you can improve!
- If you are concerned about your marks, see your instructor and/or and academic advisor right away.
- WWCSS will contact students with 2 or more ‘UN’s.
 - MA 1161, MA 2160, and/or PH 2100 are especially critical.



Dropping a class

The last day to drop full semester classes with a 'W' is Friday, March 28th at 5:00 p.m.

**All drops must be in person at
Student Service Center –
First floor Admin Bldg**



**Orange first-year drop slip – needs to be
signed by instructor and advisor for first-year
students only**

No late drops will be granted to avoid poor grades.

Academic Probation

You are on academic probation if your:

- Cumulative GPA is below 2.00, OR
- Most recent semester GPA is below 2.00, OR
- Departmental GPA is below 2.00, based on at least 16 credits.

You are removed from academic probation when your:

- Cumulative GPA is 2.00 or higher, AND
- Most recent semester GPA is 2.00 or higher, AND
- Departmental GPA is 2.00 or higher, based on at least 16 credits.

What is an EnGPA?

- Grade point average based on the first year engineering foundation courses
- Courses included in the EnGPA:
 - CH 1150 (3)
 - CH1151 (1)
 - ENG 1101 (3) or ENG 1001/1100 (4) ,
 - ENG 1102 (3)
 - MA 1160/1161 (4/5), MA 2160 (4)
 - PH 1100 (1), PH 2100 (3)
 - UN 1015 (3)



ME Milestone

- EnGPA ≥ 2.75 , OR
- EnGPA ≥ 2.50 and grade ≥ 2.00 (C) in MA 1160/1, MA 2160, and PH 2100, and cumulative GPA ≥ 2.50

Calculating EnGPA

<u>course</u>	<u>credits</u>	<u>grade</u>	<u>points</u>	<u>total points</u>
CH 1150	3	B	3.0	9.0
CH1151	1	B	3.0	3.0
ENG 1101	3	A	4.0	12.0
ENG 1102	3	AB	3.5	10.5
MA 1161	5	BC	2.5	12.5
MA 2160	4	B	3.0	12.0
PH 1100	1	A	4.0	4.0
PH 2100	3	C	2.0	6.0
UN 1015	3	AB	3.5	10.5
Total	26.0			79.5

Calculating EnGPA

- EnGPA = Total Points/Credits
- EnGPA = $79.5/26 = 3.06$
- EnGPA Summary/Worksheet online

Time Management

- How has the semester been going?
- How many hours a week have you been studying - 2 hours for each hour in class?
- 15 credits means 15 class hours + 30 study hours or 45 hours minimum per week.
- Work ahead and keep track of your time!
- Academic Success Exercises



Campus Resources – use them!

- Faculty
- Learning Centers
 - Make weekly appts where possible
- Upper class students
- Resident/Commuter assistants
- Waino Wahtera Center for Student Success
- Counseling Services
- Dean of Students Office
 - Disability Services
- Career Services
- Academic Advisors



Fall Registration

- What should I register for?
 - See an advisor...
 - Use flowcharts...
 - Use correct flow chart for YOU!
 - Elective Lists (HUFA/SBS/HASS, etc.)
 - Schedule of classes – online
(go to www.banweb.mtu.edu)
- Registration Priority Schedule
- Contacts for filled sections





Which flow chart?

For students that start in academic year 2013-14 – Senior Design (ORANGE flowchart)

- Use this flowchart if you are taking MEEM courses in 2013-14 and have AP or transfer credits in MA, CH, PH, and/or ENG.
- If you are not taking MEEM courses in 2013-14 or will not complete ENG1102 before Fall 2014, use the yellow flowchart.
- See an Academic Advisor if you plan to use the orange flowchart.
- To continue using this flowchart you should plan to complete MEEM 2200 and MEEM 2500 before or during Fall 2014. Please see an advisor if you will not have these courses complete by then.

For students that start in academic year 2013-14 –Enterprise Concentration (GRAY flowchart)

- Use this flowchart if you are taking MEEM courses in 2013-14 and have AP or transfer credits in MA, CH, PH, and/or ENG.
- If you are not taking MEEM courses in 2013-14 or will not complete ENG1102 before Fall 2014, use the tan flowchart.
- See an Academic Advisor if you plan to use the gray flowchart.
- To continue using this flowchart you should plan to complete MEEM 2200 and MEEM 2500 before or during Fall 2014. Please see an advisor if you will not have these courses complete by then.

For students that start Fall 2013 or later – Senior Design (YELLOW flowchart – New Curriculum)

- Use this flowchart if you are not taking MEEM courses in 2013-14 and are taking ENG courses in 2013-14.
- See an Academic Advisor if you have questions.

For students that start Fall 2013 or later – Enterprise Concentration (TAN flowchart – New Curriculum)

- Use this flowchart if you are not taking MEEM courses in 2013-14 and are taking ENG courses in 2013-14.
- See Academic Advisor if you have questions

For students that start Fall 2013 or later – placed in MA1032 (PURPLE flowchart – New Curriculum)

- This is the same as the yellow flowchart with a semester added for preparatory courses.
- If you start in MA1030 or MA 1031, see an Academic Advisor.
- See an Academic Advisor if you have questions.

Priority based on number of credits earned at the time of registration (does not include currently enrolled credits unless you have taken track A courses this semester).

Registration begins at 10 pm or 11pm as indicated.
All registration online.

*Check BanWeb for registration status.
Web registration closed 2-2:30 am daily*

Currently in MA 1160/1 & ENG 1100/1101
“New” Curriculum

Sample Fall 2014 schedule:

- ENG 1102 3
- PH 2100 3
- MA 2160 4
- MY 2100 3
- UN 1015 (if not taken) or UN 1025 (if not taken) or HUFA/SBS 3
- Co-curricular/s 0.5-1.0

Total: 17 max.

Currently in MA 2160 & ENG 1102

“New” Curriculum

Sample Fall 2014 schedule:

- MEEM 2110 (**'C' or better in MA 2160 is required**) 3
- MA 3160 4
- PH1200 1
- MA 2320 2
- MEEM 2901 2
- MEEM 2201 3
- UN 1015 (if not taken) or UN 1025 (if not taken) or HUFA/SBS 3

Total: 18 max.

Currently in MA 2320/3160 & ENG 1102

Sample Fall 2013 schedule:

- PH1200 1
- PH 2200 or MEEM 2201 3
- MA 3520 or MA 3160 2 or 4
- MEEM 2110 ('C' or better in MA 2160 is required) 3
- MEEM 2901 2
- UN 1015 (if not taken) or UN 1025 (if not taken) or HUFA/SBS 3
- Co-curricular/s 0.5-1.0

Total: 17 max.

Registering for MEEM 2901

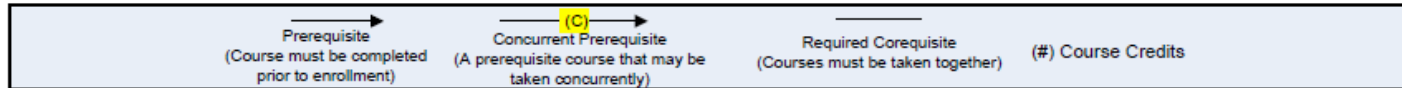
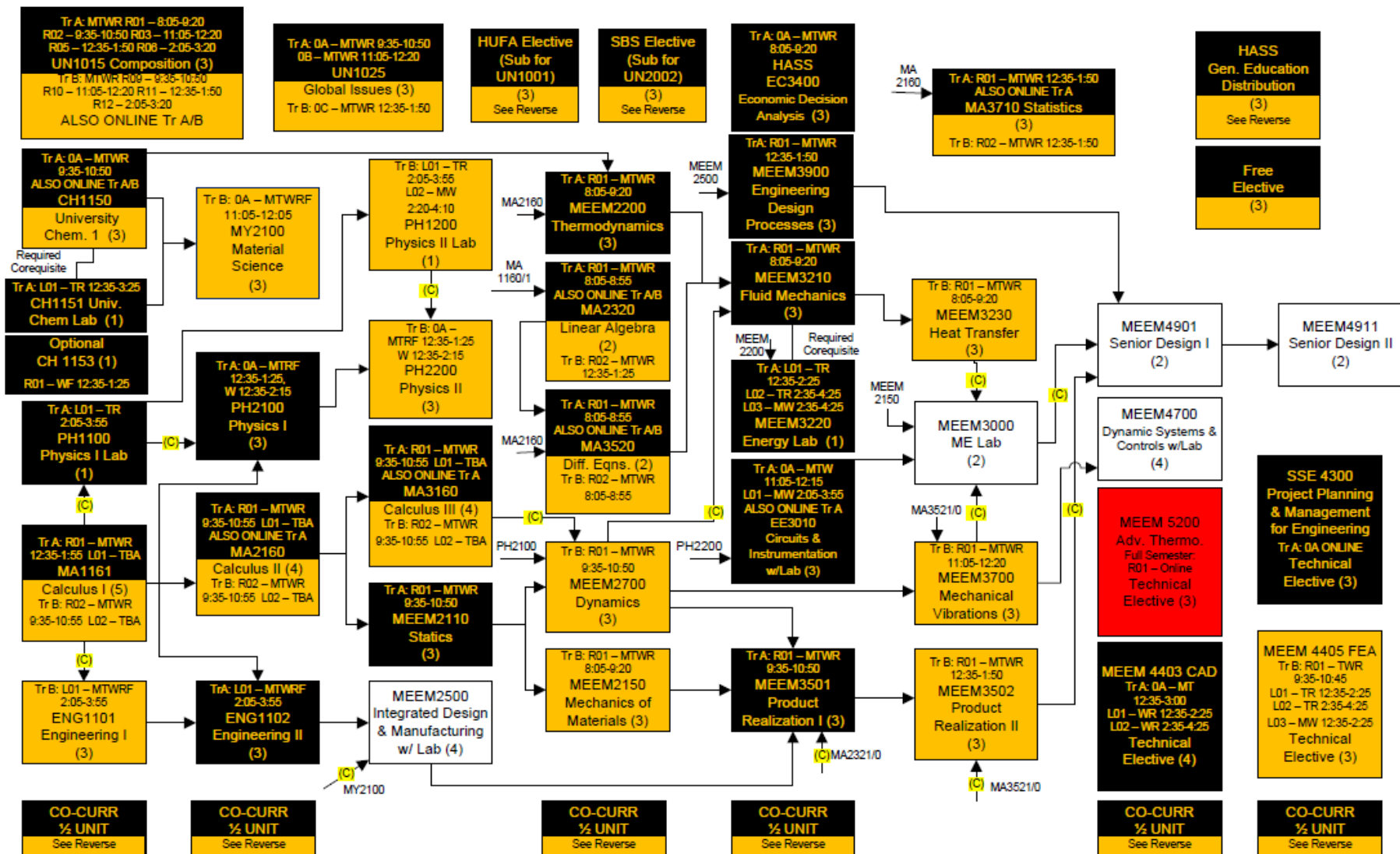
- Must register for 2 sections
 - One recitation section (R0X)
 - One lab section (LXX)
 - 2 credit course total (shown with R0X section)
- Any combination of 2 sections that fits your schedule is OK.

Summer classes at Tech

- Registration currently open until summer semester begins
- Tracks A and B
- Pace is fast – plan wisely
 - Example: 3 credit class meets 6 hours/week for only 7 weeks. Covers same material as full-semester version.
 - Plan no more than 2 courses per track
 - 1 math/sci/eng & 1 gen ed
 - Limit work hours with 2 classes
- Repeating course w/ 'CD' or lower:
 - New grade replaces prior grade (even if new grade is lower)



INFO SUBJECT TO CHANGE. CONSULT LATEST OFFERINGS AT <https://www.banweb.mtu.edu/>



Summer Semester 2014 HASS General Education Distribution Offerings

Course	Credits	Track	Sec	Days	Times	Notes
BL3970	3	A	0A	MTWR	02:05 pm-03:20 pm	
EC2001	3	A	0A	MTWR	11:05 am-12:20 pm	SBS
EC3100	3	A	0A	MTWR	02:05 pm-03:25 pm	
EC4050	3	A	0A	MTWR	09:35 am-10:50 am	
FA2050	3	A	L01	MTWR	09:35 am-10:50 am	CREATIVE ENDEAVORS
FA2150	3	A	L01	MTWR	02:05 pm-03:20 pm	CREATIVE ENDEAVORS
FA2200	3	A	L01	MTWR	09:35 am-10:55 am	CREATIVE ENDEAVORS
FA2300	3	A	L01	MTWR	12:35 pm-01:50 pm	
FA2305	3	A	L01	MTWR	11:05 am-12:20 pm	CREATIVE ENDEAVORS
FA2500	3	A	R01	MTWR	12:35 pm-01:50 pm	
FA2520	3	A	R01		ONLINE	HUFA
FA3305	3	A	L01	MTWR	02:05 pm-03:20 pm	CREATIVE ENDEAVORS
FA3550	3	A	R01	MTWR	09:35 am-10:50 am	
FA3625	3	A	0A	MTWR	11:05 am-12:20 pm	
FA3830	3	A	R01		ONLINE	
HU2110	3	A	R01		ONLINE	
HU2130	3	A	R01		ONLINE	HUFA
HU2271	3	A	R01	TBA	TBA	
HU2293	3	A	R01	MTWR	09:35 am-10:50 am	
HU2324	3	A	L01 R01		ONLINE	
HU2501	3	A	R01	MTWR	12:35 pm-01:50 pm	HUFA
HU2700	3	A	R01		ONLINE	HUFA
HU2702	3	A	R01		ONLINE	
HU2830	3	A	R01	MTWR	12:35 pm-01:50 pm	SUPPLEMENTAL
HU3120	3	A	R01	MTWR	11:05 am-12:20 pm	
HU3120	3	A	R02	MTWR	12:35 pm-01:50 pm	SUPPLEMENTAL
HU3120	3	A	R04		ONLINE	
HU3264	3	A	R01	MTWR	11:05 am-12:20 pm	
HU3293	3	A	01	MTWR	09:35 am-10:50 am	
HU3545	3	A	R01		ONLINE	
HU3554	3	A	R01	MTWR	11:05 am-12:20 pm	
HU3621	3	A	L01 R01	TBA	TBA	
HU3820	3	A	R01	MTWR	11:05 am-12:20 pm	
HU4625	3	A	R01	MTWR	09:35 am-10:50 am	
PSY2000	3	A	0A	MTWR	09:35 am-10:50 am	SBS
PSY3030	3	A	R01		ONLINE	
PSY3070	3	A	R01	MTWR	11:05 am-12:20 pm	
SS2501	3	A	0A	MTWR	09:35 am-10:50 am	SBS
SS2600	3	A	0A		ONLINE	SBS
SS2610	3	A	0A	MTWR	12:35 pm-01:50 pm	
SS3530	3	A	0A	MTWR	12:35 pm-01:50 pm	
SS3540	3	A	0A	MTWR	08:05 am-09:20 am	
SS3541	3	A	0A	MTWR	11:05 am-12:20 pm	
SS3570	3	A	0A		ONLINE	
CM3410	3	B	0A	MTWR	02:05 pm-03:20 pm	SUPPLEMENTAL
FA2222	3	B	R01		ONLINE	
FA2330	3	B	R01		ONLINE	HUFA

Summer Semester 2014 Co-Curricular Offerings

Course	Units	Track	Sec	Days	Times	Notes
FA2570	0.5	A	L02	TBA	TBA	GUITAR
FA2570	0.5	A	L03	TBA	TBA	TUBA
FA2570	0.5	A	L04	TBA	TBA	CLARINET
FA2570	0.5	A	L05	TBA	TBA	PIANO
FA2570	0.5	A	L07	TBA	TBA	VIOLIN/VIOLA
PE101	0.5	A	L01	T	06:05 pm-07:45 pm	
PE106	0.5	A	L01	MW	02:05 pm-02:55 pm	
PE113	0.5	A	L01	TR	11:05 am-11:55 am	
PE122	0.5	A	L01	R	05:05 pm-06:55 pm	
PE125	0.5	A	L01	M	12:35 pm-02:15 pm	
PE132	0.5	A	L01	TR	03:05 pm-03:55 pm	
PE175	0.5	A	L01	T	05:00 pm-06:00 pm	
PE175	0.5	A	L02	T	05:00 pm-06:00 pm	
FA2570	0.5	B	L01	TBA	TBA	VOICE
FA2570	0.5	B	L06	TBA	TBA	VIOLIN/VIOLA
PE122	0.5	B	L02	R	05:05 pm-06:55 pm	
PE125	0.5	B	L02	M	06:05 pm-07:45 pm	
PE150	0.5	B	L01	TR	09:35 am-10:25 am	
PE175	0.5	B	L03	T	05:00 pm-06:00 pm	
PE206	0.5	B	L01	T	12:35 pm-02:25 pm	

Track A: May 12th - June 27th, 2014
Track B: June 30th - August 15th, 2014

Course	Credits	Track	Sec	Days	Times	Notes
FA2820	3	B	R01		ONLINE	HUFA
FA3530	3	B	R01		ONLINE	
FA3560	3	B	R01		ONLINE	
FA3630	3	B	0A L01		ONLINE	
HU2281	3	B	R01		ONLINE	
HU2400	3	B	R01	MTWR	09:35 am-10:50 am	
HU2538	3	B	R01		ONLINE	
HU2632	3	B	L01 R01	MTWR MTWR	01:30 pm-01:55 pm 12:35 pm-01:25 pm	CREATIVE ENDEAVORS
HU2910	3	B	R01		ONLINE	HUFA
HU2920	3	B	R01		ONLINE	
HU3120	3	B	R03		ONLINE	SUPPLEMENTAL
HU3265	3	B	R01		ONLINE	
HU3502	3	B	R01	MTWR	12:35 pm-01:50 pm	
HU3504	3	B	R02		ONLINE	
HU3513	3	B	R01	MTWR	09:35 am-10:50 am	
HU3545	3	B	R02		ONLINE	
PSY2000	3	B	0B		ONLINE	SBS
PSY2000	3	B	0C	MTWR	09:35 am-10:50 am	
SS2501	3	B	0B	MTWR	09:35 am-10:50 am	SBS
SS2700	3	B	0A	MTWR	09:35 am-10:50 am	SBS
SS3541	3	B	0B	MTWR	11:05 am-12:20 pm	
SS3710	3	B	0A	MTWR	12:35 pm-01:50 pm	
SS3990	3	B	01	MTWR	11:05 am-12:20 pm	Finnish History & Culture

Transfer credit



- Transfer equivalencies:
 - On-line system and/or work with Transfer Services staff
- Grade of 'C' or higher in an equivalent course required to transfer back to Michigan Tech
- Attending another Michigan school:
 - Guest application
- Repeating courses with 'CD' or lower:
 - Credit transfers if 'C' or higher is earned
 - Prior grade is no longer factored into GPA

Why an Academic Plan?

- Plan for your ME career
 - How will you enhance your BSME degree to set you up for the career that you want?
- Required courses to obtain BSME
 - Necessary prerequisites met (flowchart)
 - Desired courses offered in needed semester(s) (electives)
 - Graduate when planned
 - Use planning worksheet



Personal Academic Plan

Things to consider:

- Course load and semester(s) offered
 - HASS and Technical electives
- Certificates and minors
 - All minors require 6 unique credits minimum (3000+ level)
- Additional degree or double major
- Study abroad
- Senior design or Enterprise path
- Co-ops/internships
- Volunteer and extra-curricular activities



See posted information and/or advisors in ME Advising Center to assist after reviewing information on the web page.

Résumé

- Prepare two versions of your résumé
- Version one is today with a current objective (to secure an internship or co-op position)
- Version two is what you want it to look like when you graduate
- Compare the résumés
- Plan how to make version two a reality

- Visit Career Services physically and on the web:
 - Administration Building (2nd floor)
 - <http://www.career.mtu.edu/>
 - Post your current resume on HuskyJobs.
 - Try out My Plan
 - Career Planning on Career Services webpage
(see log-in instructions for license number)



Degree Audit Reporting System(DARS)

Record of progress toward degree and/or program completion

Shows all requirements for degree and which courses are used to satisfy those requirements

Shows all declared curricula (concentrations, minors, 2nd degrees, double majors, certificates, etc)

Available in **BanWeb** – Students tab
(<https://www.banweb.mtu.edu/>)



Final confirmation of degree requirements is subject to department and university approval

NOT official documentation of your academic record
(official transcript provides this documentation and can be ordered from the Registrar's Office)



Major change, double major or second degree?



- Talk with advisor for additional major/degree
- Fill out curriculum add/drop form with new department advisor
- Major changes after first week of a semester go into effect for the next semester

ME Academic Advisors

Danise and Ryan
ME Advising Center

204A/205A (203) MEEM

ME ADVISING PAGE:

<http://www.me.mtu.edu/advising.htm>

**Your education is the sum of
your college experiences, not
just the name of your major.**