



UNIVERSITY

Important university dates

Each semester, Michigan Tech has important dates regarding course schedule changes. These are based on the week of the semester (i.e., Orientation week is *Week 0*, the first week of classes is *Week 1*, etc.). Below is a list of these important dates (*Add* and *Drop* refer to adding and dropping a course):

- Last day to Add: Friday, Week 1
- Last day to Late Add: Wednesday, Week 2
- Last day to Drop with a refund: Wednesday, Week 2
- Last day to Drop with no record: Friday, Week 3
- Last day to Drop (Withdraw) with a W grade: Friday, Week 8

Michigan Tech language and acronyms

As with every type of organization, Michigan Technological University (also known as “Tech,” “MTU,” and “Michigan Tech”) has a unique language and associated acronyms. The following are some definitions to help you learn Michigan Tech’s unique language.

- Admin: Administration Building
- audit: Taking a course without credit or grade
- by ARR or by arrangement: Student is able to set the time of the class or appointment
- co-curricular: A physical activity course, such as skiing or swimming
- co-op: Professional activity supervised by an experienced professional in a job that places a high degree of responsibility on the student
- co-req or Co-requisite: A course that **MUST** be taken in combination with the given course
- CRN: Course Registration Number
- degree audit: Form to fill out that lists all the classes to complete a given degree
- DHH: Douglass Houghton Hall, the smallest residence hall
- diff EQ: Differential equations course
- EERC (pronounced "erk" or "E-E-R-C"): Electrical Energy Resources Center
- Fish Bowl: Glass-enclosed area in the R.L.Smith Mechanical Engineering-Engineering Mechanics Building that houses student computer labs.
- Gates: The tennis center located near the SDC
- GPA: Grade Point Average
- GRE: Graduate Record Examination taken as a senior for acceptance to graduate school

- HASS (pronounced “hass”): Humanities, Arts, and Social Sciences courses that count toward General Education requirements
- Heights: Daniell Heights Apartments
- internship: Summer job within engineering or another given field
- late drop: Dropping a course after the drop date because of extenuating circumstances
- McNair: Residence hall on the east end of campus
- ME-EM (pronounced “meem” or “M-E-E-M”): R.L.Smith Mechanical Engineering–Engineering Mechanics Building
- MUB: The Memorial Union Building
- pass/fail: A grading option for assessing student performance in a course. Taking a course where the grade is not calculated into the GPA and credits may only be counted toward free elective credits in the degree requirements
- PE or Professional Engineer: Licensed engineer that can offer his/her services to the public
- pre-req or prerequisite: A course that **MUST** be taken prior to taking the given course
- pre-req (C) or concurrent prerequisite: A prerequisite course that **MAY** be taken during the same semester (concurrently) as the course for which it is a prerequisite
- SDC: Student Development Complex; athletic and recreational facility for use by all students
- special topics course: A class format that allows for special title and focus, which may be different from section to section and from semester to semester
- TBD or To Be Determined: Time offer of a class that will be scheduled around all registered students’ schedules
- Union: Memorial Union Building
- USG: Undergraduate Student Government
- Wads: Wadsworth Hall, the largest residence hall
- Walker: The Walker Arts and Humanities Center

ACADEMIC

Writing professional e-mails

Professional e-mails (those going to a professor or to a prospective employer) are different from personal e-mails or text messages in several ways.

- Include a descriptive and detailed subject line for the e-mail. See the following examples:
 - *Poor:* I have a question
 - *Better:* ENG1101 Homework

- *Best:* ENG1101 Homework due 9/6/2011, Problem 3.5
- Address the person you are e-mailing (e.g., Hello Dr. Smith.).
- Use full sentences.
- Use capitals and punctuation.
- Do not shorten words (i.e., use “you” instead of “u”).
- Spell check the e-mail.
- Sign the e-mail.

Thank you,
Your Name
Your Contact Information

Here are some tips for e-mailing questions to a professor or an academic advisor.

1. Explain who you are and what you need help with. Include any important background information.
2. List your questions in a numbered list rather than paragraph format. It is easy to lose questions in a paragraph.
3. Sign your full name, course, day and time of course, or your full name and major.

CAREER

First-Year engineering lecture series

Mr. John Rockwell, founder of Element Partners, a Michigan Tech alumnus and former Husky hockey player, will be speaking to all 1st-year engineering students.

- Tuesday, August 30, 2011; 6-7pm, Rozsa Center

Looking ahead: preparing to get a job

It’s not too early to start preparing for a summer job; plan ahead for the 2011 Fall Career Fair. For details: www.career.mtu.edu/general/calendar.php:

- Resume Blitz: MUB Commons, September 6, 7, 13, and 15, 11am-2pm
- Career Development Conference: MUB Ballrooms, September 8 and 14, 11am-3pm.
- Benefits of a Co-op or Internship: EERC 103, September 21, 6pm
- Fall Career Fair: SDC, September 27, noon – 6pm

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