Mechanical Engineering
First Year Student Advising Meeting
October 13th, 2014
ME Academic Advisors

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M.S.O.M.

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B.S.E.
Advising Office Hours

8:00 am – 5:00 pm (Mon-Fri)

204A/205A ME-EM (thru ELC)
906.487.2564
walk-in or by appointment

http://www.me.mtu.edu/advising.htm
Agenda

- Advising
- Student Success
- Mid-Term Progress
- Foundations Concentration
- Registration/Scheduling
- Academic Planning
How advisors help students realize outcomes and goals

- Confirm that degree program that aligns with student’s academic interests and abilities, or assist with exploration of majors
- Create an educational plan that fulfills the academic requirements
- Select appropriate classes to satisfy your evolving goals and needs
- Learn the benefits of internships, co-ops, study abroad, etc.
- Explore academic options: Enterprise program, dual degrees, undergraduate research, certificate programs, minors, graduate study, etc.
- Identify and locate resources and services
- Interpret university and departmental requirements, policies, regulations, and procedures
- Development of decision-making skills, self-awareness, and self-direction
- Clarification and evaluation of progress toward academic and life goals
Student Responsibilities (Advising Syllabus)

- Take responsibility for academic planning
- Understand degree requirements
- Follow academic procedures and policies
- Communicate with your advisor: read all advising correspondence, \textit{utilize advising every semester}
- Attend advising meetings prepared
- Apply advising recommendations in order to achieve your academic plan
- Seek assistance from university resources.
- Contact your advisor promptly when you have questions or concerns
- Problem-solve to revise and achieve your academic plan
<table>
<thead>
<tr>
<th>Column 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Login to Banweb and review your transcript</td>
</tr>
<tr>
<td>Are AP credit and transfer credits correct?</td>
</tr>
<tr>
<td>Meet academic advisor</td>
</tr>
<tr>
<td>Complete class registration and print class schedule</td>
</tr>
<tr>
<td>Visit these websites</td>
</tr>
<tr>
<td>Course Catalog - <a href="http://www.mtu.edu/catalog/undergraduate/course-descriptions/pdf/undergraduate.pdf">www.mtu.edu/catalog/undergraduate/course-descriptions/pdf/undergraduate.pdf</a></td>
</tr>
<tr>
<td>Registrar - <a href="http://www.mtu.edu/registrar/">www.mtu.edu/registrar/</a></td>
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<tr>
<td>Advising - <a href="http://www.mtu.edu/registrar/students/advising/">www.mtu.edu/registrar/students/advising/</a></td>
</tr>
<tr>
<td>Review major requirements</td>
</tr>
<tr>
<td>Banweb – run a degree audit (DARS)</td>
</tr>
<tr>
<td>Visit your department website</td>
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<tr>
<td>Visit your advisor’s website</td>
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<tr>
<td>Explore campus resources</td>
</tr>
<tr>
<td>Library – take library tour</td>
</tr>
<tr>
<td>Learning Centers – <a href="http://www.mtu.edu/compass/mentoring/academic-support/">www.mtu.edu/compass/mentoring/academic-support/</a></td>
</tr>
<tr>
<td>Career Services – <a href="http://www.career.mtu.edu/">http://www.career.mtu.edu/</a></td>
</tr>
<tr>
<td>Complete Myplan and register in Nacelink</td>
</tr>
<tr>
<td>Wellness and Counseling - <a href="http://www.counseling.mtu.edu/">www.counseling.mtu.edu/</a></td>
</tr>
<tr>
<td>Attend first year advising meeting</td>
</tr>
<tr>
<td>Unsure about your major? Meet with undeclared advisor: <a href="http://www.csa.mtu.edu/GSA/advising.html">http://www.csa.mtu.edu/GSA/advising.html</a></td>
</tr>
<tr>
<td>Create a resume and attend career fairs</td>
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<tr>
<td>Begin to explore internship, co-op, research, study abroad, minor / certificates</td>
</tr>
<tr>
<td>Learn about campus activities</td>
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</table>
What you should do?

- Keep a Personal Academic File
  - Copies of documents from academic advisors, Student Records, Degree Services, Transfer Services, etc.
    - Copies of transcripts
    - Flowchart for your major (showing progress marked by advisor)
  - Recommendation letters
  - Academic Plan
  - Resume/Cover Letter

Your academic advisor is here to assist you in your journey through college. Prepare for advising in advance and make your advising time together count.
Time Management

- How has the semester been going?
- How many hours a week have you been studying? 2 hours minimum for each hour in class?
- 15 credits = ~15 class hours + 30 study hours: 45 hours minimum per week
- Work ahead and keep track of your time!
  - Semester plan
  - Weekly plan
  - Time log
  - Progress Report
Time Log

- How are you spending your time?
- Keep log for two weeks. Have you tried?

Analyse your results:
- Are you sleeping 7-8 hours per night?
  - Trying to ‘catch up’ on sleep on the weekend stresses your system – try to wake up within the same hour each day
- Are you getting enough exercise?
- Are you attending **ALL** of your classes?
- Are you studying 30-45 hours per week?

Are you surprised by the results of this self-study?
Campus Resources – use them!

- Faculty
- Learning Centers
- Upper class students (for some things)
- Resident assistants
- Waino Wahtera Center for Student Success
- Counseling Services
- Career Services
- Academic Advisors
Mid-semester grades

- Available October 20th after 5:00 p.m.
- Check on BanWeb
- Grades are “Satisfactory” (SA) or “Unsatisfactory” (UN)
  - SA = ‘C’ or better progress
  - UN = lower than ‘C’ progress (‘CD’, ‘D’, ‘F’)

- You will be contacted by the Center for Student Success if you receive two or more ‘UN’s
  - Academic coaching and assistance available through this center

- ME Academic Success Exercises are a good idea for ANYONE who feels they are not doing as well as they are capable of. See web page or an advisor.
Dropping a class

Last day to drop full fall semester classes with a ‘W’ is Friday, November 7 by 5:00 p.m. - No Refunds

Track B classes (classes that begin on October 20) have different drop deadlines, see an advisor.

All drops must be done in person in the Student Service Center, 1st floor Administration Building. Drops cannot be done on the web.

Orange first-year drop slip – must be signed by instructor and advisor. Don’t wait until the last minute.

No late drops granted just to avoid poor grades.
Academic Probation

You are placed 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.

If you are on academic probation after this semester, you must meet with an academic advisor regarding scheduling and with the Center for Student Success. Be proactive about this over break!
What is an EnGPA?

- Engineering GPA
- Grade point average for Foundations Concentration courses:
  - CH 1150
  - CH 1151
  - ENG 1101 OR ENG 1001/1100
  - ENG 1102
  - MA 1160 OR MA 1161
  - MA 2160
  - PH 1100
  - PH 2100
  - UN 1015
ME Milestone EnGPA

- EnGPA \( \geq 2.75 \)
- Or alternately:
  - EnGPA \( \geq 2.50 \) and
  - \( \geq C \) (2.00) in MA 1160/1, MA 2160, and PH 2100, and
  - Cumulative GPA \( \geq 2.50 \) and
  - Good academic standing

- Until these requirements are met, you are restricted from enrolling in MEEM 2150, 2201, 2700, and 2911. You may enroll in MEEM 2110 and 2901 (with a ‘C’ or better in MA 2160).
- Repeat any grades below ‘C’ in the next semester.
## Calculating EnGPA

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Grade</th>
<th>Quality Points</th>
<th>Total Quality Points (qp x cr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CH 1150</td>
<td>3</td>
<td>B</td>
<td>3.0</td>
<td>9.0</td>
</tr>
<tr>
<td>CH 1151</td>
<td>1</td>
<td>B</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>ENG 1101</td>
<td>3</td>
<td>A</td>
<td>4.0</td>
<td>12.0</td>
</tr>
<tr>
<td>ENG 1102</td>
<td>3</td>
<td>AB</td>
<td>3.5</td>
<td>10.5</td>
</tr>
<tr>
<td>MA 1161</td>
<td>5</td>
<td>BC</td>
<td>2.5</td>
<td>12.5</td>
</tr>
<tr>
<td>MA 2160</td>
<td>4</td>
<td>B</td>
<td>3.0</td>
<td>12.0</td>
</tr>
<tr>
<td>PH 1100</td>
<td>1</td>
<td>A</td>
<td>4.0</td>
<td>4.0</td>
</tr>
<tr>
<td>PH 2100</td>
<td>3</td>
<td>C</td>
<td>2.0</td>
<td>6.0</td>
</tr>
<tr>
<td>UN 1015</td>
<td>3</td>
<td>AB</td>
<td>3.5</td>
<td>10.5</td>
</tr>
</tbody>
</table>

Totals 26.0  79.5
Calculating EnGPA

EnGPA = Total Points/Credits

EnGPA = 79.5/26 = 3.05

GPAs are truncated to two decimals, not rounded.
Repeating Courses

- Repeating course w/ ‘CD’ or lower:
  - New grade **always** replaces prior grade (even if new grade is lower)
  - Transfer & AP credits count as ‘C’ or better
- Transfer:
  - Credit transfers if ‘C’ or higher is earned
  - Prior grade is no longer factored into GPAs
    - Earned credit hours but 0 quality points & 0 GPA hours.
  - AP credits not factored into GPAs.
- 3 total attempts at any one course.
- Can be financial aid implications for repeats.
Spring & Summer Registration

- What should I register for?
  - Use the correct flow chart
  - See an advisor to make sure you’re using the right one
  - Don’t assume column by column

- Priority schedule
- Contacts for filled sections
- Summer semester
Now in MA 1032, ENG 1001

Spring options:

- ENG 1100 (completes substitution for ENG 1101) 2
- PH 1100 1
- MA 1161 5
- UN 1025, UN 1015 or language/SBS/HUFA 3
- CH 1150/1 (if needed) and CH1153
- **OR** MY 2100 3 - 5
- Co-curricular/s 0.5 - 1

**TOTAL:** 14-17

Don’t overload! If a lower credit load is necessary for you, work with an advisor on the best options and possible summer transfers.
Now in MA1160/1 or 2160, ENG1101, PH1100, CH 1150/1151

Spring options:

- ENG 1102 3
- PH 2100 3
- MA 2160/3160 4
- MA 2320 2
- MY 2100 3
- UN 1025, UN 1015 or language/SBS/HUFA 3
- Co-curricular/s 0.5 - 1

TOTAL: 16-18

Don’t overload! If a lower credit load is necessary for you, work with an advisor on the best options and possible summer transfers.
MA 2320

- Do not attempt to take MA 2320 with MA 2160 or MA 3160 unless your fall semester and previous math course have gone well.

Guidelines:
- 3.0+ fall semester GPA
- ‘B’ or better in MA 1160/1161/2160

- MA 2320 can be transferred from almost all other colleges/universities during Summer 2015.
- Can be taken here at Tech during Summer 2015 during either track.
Calculus Lab Sections

- For MA 1161, MA 2160, or MA 3160, you must register for a lab section (L0X) along with the recitation (lecture) section (R0X).
- These sections must match: L01 with R01, L02 with R02, etc.
- If you get a linked section error for a calculus course you are trying to add, this is the problem.
- If your calculus course doesn’t add because of this, you will then get pre-req errors for any courses that depend on the calculus as a concurrent pre-req.
  - PH 1100, ENG 1100, etc.
ENG 1102

- Different design project dependent on section
- Topic/section number/days/times information will be sent through e-mail and announced in ENG 1101 sections

UN 1015 - Composition
UN 1025 – Global Issues

- Required courses taken in first year for all Michigan Tech students
- Can transfer from another school over the summer
UN 1025 – Global Issues

- Modern Language option:
  - Approved 3000-level or higher language course (3 credits) substitutes for UN 1025 (see modern language web page for list of acceptable courses)
  - Spanish, French, German, and Mandarin available

- If you have previous experience, you must take the online Modern Language Placement Test
  - If you place into an advanced course, placement credits can be earned for previous courses with a ‘B’ or better in first course taken (validation course).

Modern Language web page linked to ME Advising page
Language Minor Advisors

- French
  - Diane Shoos (dshoos)
  - 328 Walker 487-3247

- German
  - Dieter Adolphs (dadolph)
  - 308 Walker 487-3231

- Spanish
  - Leyre Alegre-Figuero (lalegref)
  - 334 Walker 487-1204
HUFA & SBS Electives

- Humanities/Fine Arts List
- Social/Behavioral Sciences List
  - One 3-credit elective course from each list is required for all Michigan Tech students.
  - Initial courses for some minors are included:
    - FA 2520 (Music)
    - HU 2700 (Ethics & Philosophy)
    - EC 2001 (Economics)
    - PSY 2000 (Psychology)
Spring/Summer 2015 Registration
October 30th – November 16th

Registration priority based on number of credits earned at the time of registration (see handout)
• Does not include currently enrolled credits, except track A courses you have passed.
• Check BanWeb for current earned hours and registration time/status.

• Registration begins online at 10 pm or 11 pm
• Web registration closed 2:00-2:30 am daily
• Register on time to avoid unnecessary conflicts!
Plan your schedule in advance

- Can log into BanWeb now to look at Spring 2015 sections.
- See Registrar’s Office website (Students/Registration)
- Plan schedule with CRNs and have alternate plans in case you run into filled sections.
- Summer 2015 information will be available on BanWeb before registration starts, watch your email for announcements.
Contacts for filled sections

(ME Advising page FAQ #8)

- By subject
- Use handout
- Intended for situations where scheduling conflicts cannot be avoided unless added to an already filled section (not for time/instructor preferences).
- For MEEM courses, see Danise or Ryan to be added to sections and/or added to a waiting list.
Summer classes at Tech

- Register for summer with spring (or later)
- Summer registration open online until summer semester begins May 11, 2015
- Tracks A and B (5/11-6/26 & 6/29-8/14)
- Pace is fast – plan wisely
  - Example: 3 credit class meets 6 hours/week for only 7 weeks. Covers same material as full-semester version.
  - Usually no more than 2 courses (~6 credits) per summer track. 1 math/science/eng. and 1 gen ed
- Many BSME courses offered in the summer
- Fall 2015 starts 8/31/15
Transfer credit: (ME Advising page FAQ #5)

- Guide is online
  - Transfer Equivalency System
- Earn ‘C’ or better (2.00) equivalent to transfer to Tech
- Michigan schools:
  - See Transfer Services page for guest application
- May repeat courses with ‘CD’ or lower
Don’t equate your **education** to just what you have to take to get a mechanical engineering degree at Michigan Tech.
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?

- Optional:
  - Certificates and minors
  - Second degree or double major
  - Study abroad
  - Volunteer and extra-curricular activities
Why an Academic Plan?

- Plan for your BSME curriculum
  - Necessary prerequisites met
  - Elective courses offered in desired semesters
  - Graduate when planned

- Consider:
  - Course/credit load and semesters offered
  - Gen Ed electives, co-curricular activities (PE) and Technical Electives (tentative)
  - Senior design or Enterprise path
  - Co-ops/internships
Academic Planning Materials

- Your correct flowchart for BSME or BSME – Enterprise Concentration
- Elective lists
  - HUFA
  - SBS
  - Co-Curricular
  - HASS
  - Technical Electives
- Schedule of classes – online
- Course descriptions – online
- Planning worksheets
Spring advising meeting

- We’ll have a similar meeting during the spring semester about longer term planning.
- Make sure to attend to learn more about:
  - Fall 2015 registration
  - Enterprise/Senior Design
  - Study Abroad
  - Co-op/Internships
  - Minors and Certificates
  - Dual Degrees
  - Watch your email for notices of this meeting in February/March
‘Success is tons of discipline!’

Al Tomsik
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ME Advising Center
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