ME Academic Advisors

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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
ME Advising Web Page

http://www.mtu.edu/mechanical/undergraduate/advising/

Lot’s of FAQs, links, forms...

A good first stop for advising information, see an advisor with questions.
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 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, **utilize advising every semester**
- Attend advising meetings prepared, take notes
- 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
Academic Advising Checklist

**Orientation Week** preparing for your first semester

- □ Explore Campus Resources and visit these websites
  - ▪ Your department and advisor
  - ▪ Undergraduate Catalog – [http://www.mtu.edu/catalog/](http://www.mtu.edu/catalog/)
  - ▪ Dean of Students - [http://www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)
  - ▪ Advising – [http://www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)
  - ▪ Library - [http://www.mtu.edu/library/](http://www.mtu.edu/library/) - take a library tour
  - ▪ Learning Centers – [www.mtu.edu/success/academic/support/](http://www.mtu.edu/success/academic/support/)
  - ▪ Career Services – [http://www.mtu.edu/career/](http://www.mtu.edu/career/) - complete Myplan
  - ▪ Wellness and Counseling – [http://www.mtu.edu/counseling/](http://www.mtu.edu/counseling/)

**Year 1** transitioning and adjusting to college life

- □ Attend first year advising meeting with your major advisor*
  
  * What to do if you are unsure about your major – meet with:
    - General sciences/arts undeclared advisor: [http://www.mtu.edu/sciences-arts/undergraduate/gsa/](http://www.mtu.edu/sciences-arts/undergraduate/gsa/) or
    - General/undeclared engineering advisor: [http://www.mtu.edu/ef/degree/advising/](http://www.mtu.edu/ef/degree/advising/)

- □ Review major requirements: Banweb – run a degree audit (DARS)
- □ Review University Student Learning Goals and your major’s learning goals
  - [www.mtu.edu/learning-goals](http://www.mtu.edu/learning-goals)
- □ Create a resume and attend career fairs
- □ Begin to explore honors college, internship, co-op, research, study abroad, minors
- □ Learn about campus activities and student organizations
  - [http://www.involvement.mtu.edu/organizations](http://www.involvement.mtu.edu/organizations)
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?
- Analyze 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 (office hours or by appt)
- Learning Centers (appts where possible)
- Upper class students (for some things)
- Resident assistants
- Waino Wahtera Center for Student Success
  - Academic Success Coaching
- Counseling Services
- Career Services
  - Walk-in Learning Center
- Academic Advisors
Mid-semester grades

- Available October 19th 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 should be able to estimate your current grades more precisely using your syllabus for each course.
- 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 6th by 5:00 p.m.- No Refunds

Track B classes (classes that begin on October 19) 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!
Repeating Courses

- Repeating course w/ ‘CD’ or lower:
  - Newer grade **always** replaces prior grade (even if newer 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 also 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
    - Green, pink, or purple (2015-16 charts)
  - Don’t assume column by column

- Priority schedule
- Contacts for filled sections
- Summer semester
# Bachelor of Science-Mechanical Engineering
## Academic Year 2015-2016

### Semester 1
- UN1015 Composition (3)
- CH1150 University Chemistry 1 (3)
- PH1100 Physics I Lab (1)

### Semester 2
- UN1025 Global Issues (3) *
- MY2100 Material Science (3)
- MA1160/1 Calculus I (4/5) *
- ENG1101 Engineering I (3) *

### Semester 3
- Critical & Creative Thinking (University Learning Goal 1) (3) *
- PH2100 Physics I (3)
- MA2160 Calculus II (4) *
- MA1160/1 Calculus I (4/5) *
- ENG1102 Engineering II (3) *
- CO-CURR ½ UNIT *

### Semester 4
- Social Responsibility & Ethical Reasoning (University Learning Goal 2) (3) *
- PH2200 Physics II (3)
- MA2160 Calculus III (4)
- MEEM2110 Statics (3) *
- CO-CURR ½ UNIT *

### Semester 5
- HASS Communication/Composition (3) *
- MEEM2201 Energy-Thermal-Fluids I (3) *
- MA2160 Differential Equations (2) *
- MA3160 Calculus III (4)
- MA3710 Statistics (3)
- MEEM2700 Dynamics (3) *
- MEEM2901 Mechanical Engineering Practice I (2)

### Semester 6
- HASS Humanities/Fine Arts (3) *
- MEEM2901 Mechanical Engineering Practice I (2)
- HASS Social & Behavioral Science (3) *
- MEEM2901 Mechanical Engineering Practice I (2)
- CO-CURR ½ UNIT *

### Semester 7
- HASS Any Course (3) *
- MEEM3201 Energy-Thermal-Fluids II (4)
- MEEM3600 Introduction to Manufacturing (3)
- MEEM3991 Mechanical Engineering Practice III (3)
- MEEM3901 Mechanical Engineering Practice IV (3)
- CO-CURR ½ UNIT *

### Semester 8
- Free Elective (3) *
- MEEM3750 Dynamic Systems (4)
- Technical Elective (3) *
- MEEM4000 Mechanical System Design & Analysis (3)
- Technical Elective (3) *
- MEEM4901 Senior Design I (2)
- Technical Elective (3) *
- MEEM4911 Senior Design II (2)
- CO-CURR ½ UNIT *

<table>
<thead>
<tr>
<th>Prerequisite</th>
<th>Concurrent Prerequisite</th>
<th>Required Corequisite</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Course must be completed prior to enrollment)</td>
<td>(A prerequisite course that may be taken concurrently)</td>
<td>(Courses must be taken together)</td>
</tr>
</tbody>
</table>

* See notes on back

128 Total Credits
August 2015
Now in MA 1032, ENG 1001

Spring options:

- ENG 1100  (completes substitution for ENG 1101)  2
- PH 1100  1
- MA 1161  5
- UN 1025 or language, UN 1015, Goal 4/8, HASS  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
- MY 2100 3
- UN 1025 or language, UN 1015, Goal 4/8, HASS 3
- Co-curricular/s 0.5 - 1

**TOTAL:** 16-17

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

- For overall semester load, number of courses as or more important than number of credits.
- 3.20+ fall semester GPA
  - Can probably take 5 courses if you feel comfortable with that
- Fall semester GPA close to or below 3.00
  - Limit to 4 courses, add 1-cr lab or PE to get to 12 credits for full-time student status if necessary
- All students: try to make one course a gen ed each semester
- All required BSME courses offered every semester (fall and spring)
- Courses can be transferred from many other colleges/universities during summers.
- Courses can be taken here at Tech during summers (one or both tracks, we will publish Summer 2016 flow chart).
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 to be taken in first year for all Michigan Tech students
- First year students are given first priority when for scheduling these courses.
- Make every effort to take these in your first year/summer.
- Can transfer from another school over the summer.
- **UN 1015 is a non-concurrent pre-req for MEEM 2901.**
- UN1015 and UN1025 are prerequisites for 3000-level HASS
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, and German available
  - Language courses at any level count as HASS
    - No double counting if used for UN1025

- **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**
  Audrey Viguier (asviguie)
  319 Walker  487-2540

- **German**
  Karin Schlenker (kbschlen)
  336 Walker  487-3242

- **Spanish**
  Leyre Alegre-Figuero (lalegref)
  334 Walker  487-1204
General Education (24 credits)

UN 1015 - Composition
UN 1025 – Global Issues (or 3000-level language)
Critical & Creative Thinking (Goal 4)
Social Responsibility & Ethical Reasoning (Goal 8)

HASS - Communication/Composition 3 credits
HASS - Humanities/Fine Arts 3 credits
HASS - Social & Behavioral Science 3 credits
HASS - Any list 3 credits

Co-Curricular 3 units (6 half-units)

Co-curriculars are counted towards semester credit totals (tuition total, part of 12 minimum semester credits for full-time student status), but not counted in total credits required for degree.
Critical & Creative Thinking (Goal 4) - 3 cr

FA2330 Art Appreciation
FA2520 Music Appreciation
FA2720 Audio Arts Appreciation
FA2820 Theatre Appreciation
HU2130 Introduction to Rhetoric
HU2503 Literary Survey A
HU2504 Literary Survey B
HU2538 British Experience in Literature
HU2700 Introduction to Philosophy
HU2820 Communication and Culture
HU2910 Language and Mind
SS2300 Environment and Society

Semesters/years offered subject to change. Refer to the schedule of classes in BanWeb for current offerings, pre-requisites, restrictions, attributes (HASS, etc.) and course descriptions.
Social Responsibility & Ethical Reasoning (Goal 8) – 3 cr

EC2001 Principles of Economics
PSY2000 Introduction to Psychology
SS2100 Introduction to Cultural Anthropology
SS2200 Introduction to Archaeology
SS2400 Introduction to Human Geography
SS2500 United States History to 1877
SS2501 US History Since 1877
SS2502 European History to 1650
SS2503 European History Since 1650
SS2504 World History to 1500
SS2505 World History Since 1500
SS2600 American Government and Politics
SS2610 Introduction to Law and Society
SS2700 Introduction to Sociology

Semesters/years offered subject to change. Refer to the schedule of classes in BanWeb for current offerings, pre-requisites, restrictions, attributes (HASS, etc.) and course descriptions.
HASS Distribution courses (12 credits)

- Communication/Composition list - 3 cr
  
  HU2810  HU2830  HU3015  HU3120
  HU3151  HU3832  HU4628  HU4693
  HU4694

- 3 credits minimum from Humanities/Fine Arts list
- 3 credits minimum from Social & Behavioral Science list
- 3 credits can be from any list
- No more than 3 credits from HASS restricted list
- Six credits **must be** at the 3000-level or higher
Study Abroad - Summer 2016

- London, Paris (side trips to Brussels, Salisbury, Bath)
- Track B – 5 weeks in summer 2016
- 9 credits
  - UN 1025 – Global Issues
  - SS2210 – Evolution of Cities (HASS)
  - SS 2601 – EU Politics (HASS)

- Contact:
  
  [http://www.mtu.edu/social-sciences/undergraduate/study-abroad/london-paris/](http://www.mtu.edu/social-sciences/undergraduate/study-abroad/london-paris/)
  
  Carl Blair ([cblair@mtu.edu](mailto:cblair@mtu.edu)), or
  
  Mark Rouleau ([mdroulea@mtu.edu](mailto:mdroulea@mtu.edu))
Spring/Summer 2016 Registration
October 29th – November 15th

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 (PE, ENG 1002, etc).
• 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 and full sections!
Plan your schedule in advance

- Can log into BanWeb now to look at Spring 2016 sections.
- See Registrar’s Office website (Students/Registration)
  - Video tutorial
- Plan schedule with CRNs and have alternate plans in case you run into filled sections.
- Summer 2016 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 9, 2016
- Tracks A and B (5/9-6/24 & 6/27-8/12)
- 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
- Most BSME courses offered in the summer
- Fall 2016 starts 8/29/16
Transfer credit *(ME Advising page FAQ #5)*

- Guide is online
  - Transfer Equivalency System
  - Only use this tool
- 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 and feasible
  - Loads you can handle

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

- Your correct flowchart for BSME (green, purple) or BSME – Enterprise Concentration (pink)
- Elective lists
  - Critical & Creative Thinking (Goal 4)
  - Social Responsibility & Ethical Reasoning (Goal 8)
  - 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 2016 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
ME Academic Advisors
Danise (dnjarvey) & Ryan (ratowles)
906-487-2564
ME Advising Center
204A/205A (203) MEEM
http://www.me.mtu.edu/advising.htm