



Mechanical Engineering

First Year Student
Advising Meeting
October 23rd, 2017



ME Academic Advisors

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Advising Office Hours

8:00 am – 5:00 pm (Mon-Fri)

204A/204B ME-EM (inside ELC, 203)

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
- 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/>
 - Dean of Students - <http://www.mtu.edu/deanofstudents/>
 - Registrar – <http://www.mtu.edu/registrar/>
 - Advising – <http://www.mtu.edu/registrar/students/advising/>
 - Library - <http://www.mtu.edu/library/> - take a library tour
 - Learning Centers – www.mtu.edu/success/academic/support/
 - Career Services – <http://www.mtu.edu/career/> - complete Myplan
 - Wellness and 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/> or

General/undecided engineering advisor: <http://www.mtu.edu/ef/degree/advising/>

- Review major requirements: Banweb – run an online degree audit
- Review Academic Policies and Academic Integrity <http://www.mtu.edu/deanofstudents/>
- Review University Student Learning Goals and your major's learning goals
 - 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>

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/go to sleep 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 23rd 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**

Dropping a class

Last day to drop full fall semester classes with a 'W' is Friday, November 10th by 5:00 p.m.- No Refunds

Track B classes (classes that begin on October 23) 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:
 - 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 and later)
 - Don't assume column by column
- Priority schedule
- Contacts for filled sections
- Summer semester



Semester 1

Semester 2

Semester 3

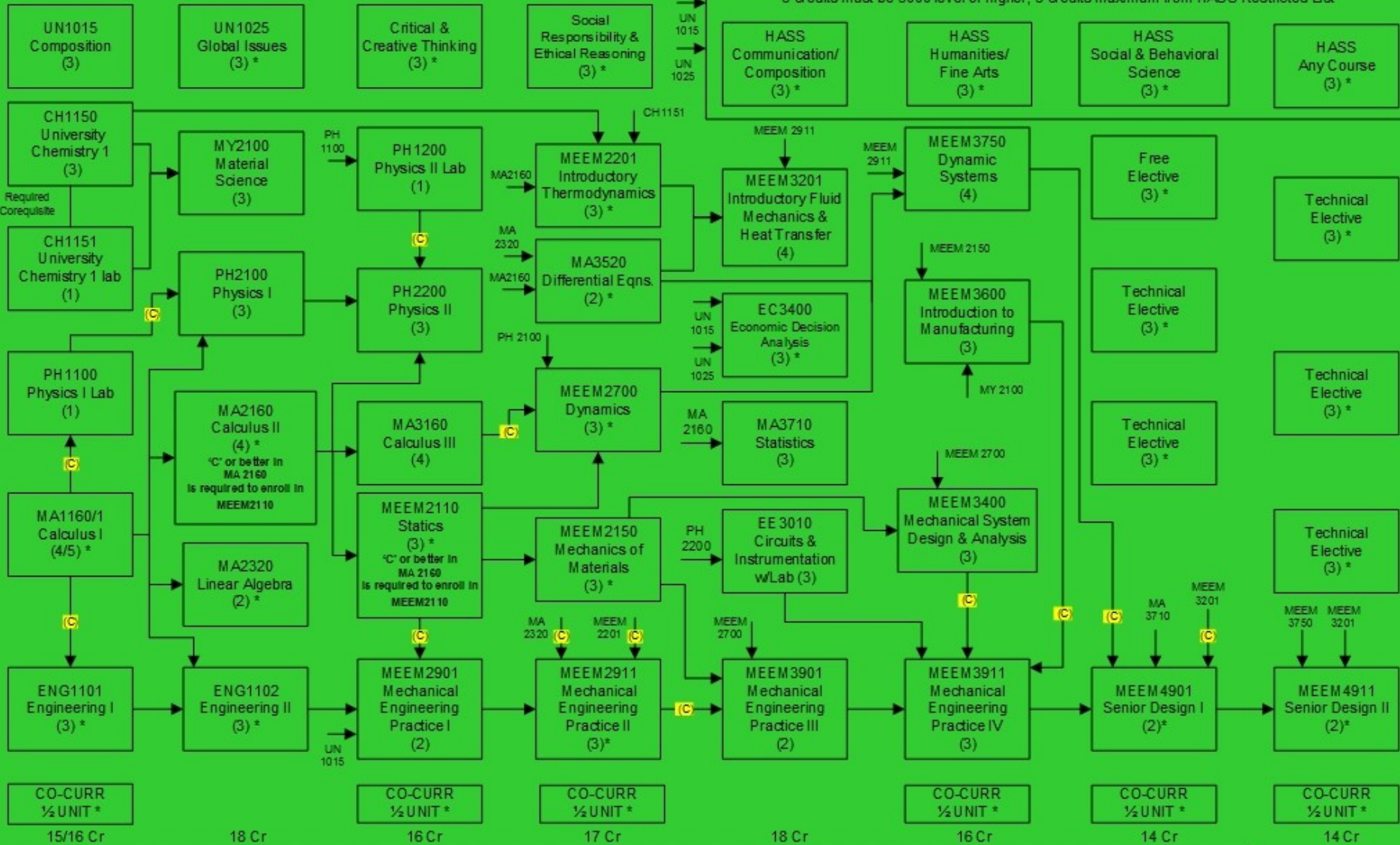
Semester 4

Semester 5

Semester 6

Semester 7

Semester 8



Prerequisite
(Course must be completed prior to enrollment)

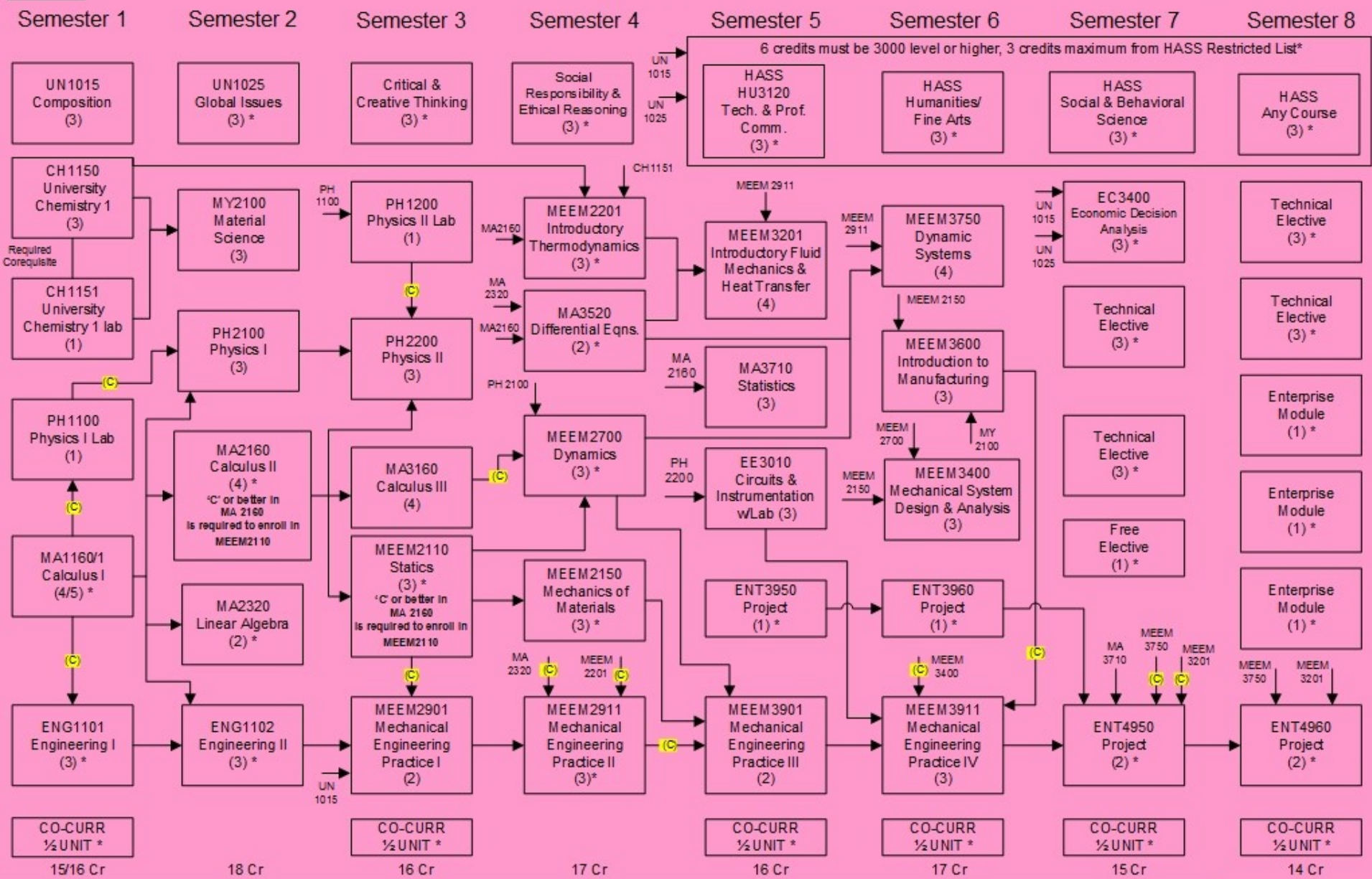
Concurrent Prerequisite
(A prerequisite course that may be taken concurrently)

Required Corequisite
(Courses must be taken together)

() Course Credits

* See notes on back

128 Total Credits
February 2017



Prerequisite

(Course must be completed)

(C) Concurrent Prerequisite

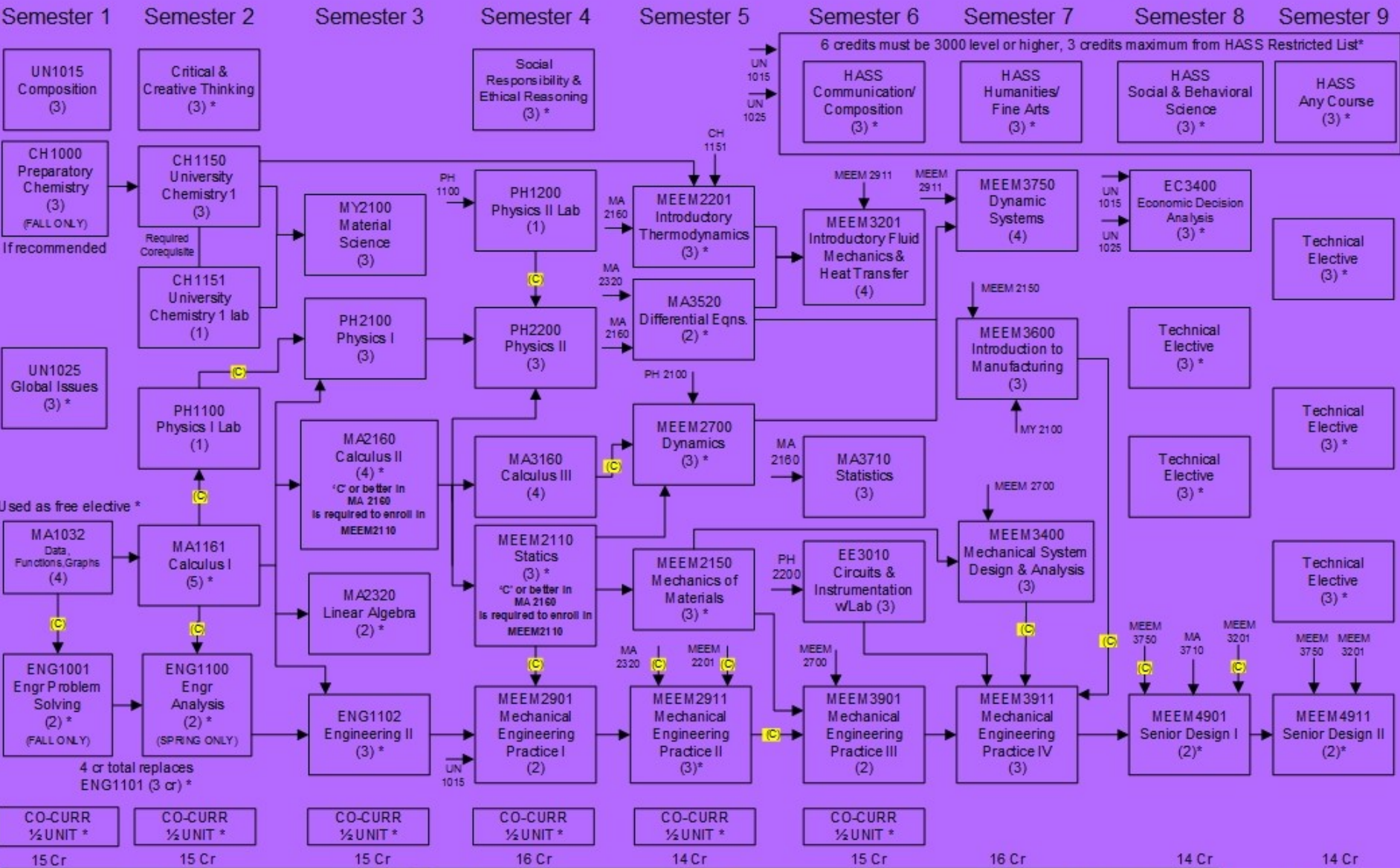
(A prerequisite course that may be taken together)

(C) Required Corequisite

(Courses must be taken together)

() Course Credits

* See notes on back



6 credits must be 3000 level or higher, 3 credits maximum from HASS Restricted List*

Prerequisite (Course must be completed prior to enrollment) → (C) Concurrent Prerequisite (A prerequisite course that may be taken concurrently) → Required Corequisite (Courses must be taken together) () Course Credits

* See notes on back

134 Total Credits (including CH 1000) February 2017

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, CCT/SRER, HASS	3
CH 1150/1 (if needed) and CH1153	
OR MY 2100	3 - 5
Co-curricular/s	0.5 - 1
TOTAL:	13-17

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, 2160/3160, ENG1101, PH1100, CH 1150/1151

Spring options:

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

TOTAL: 13-17

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

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:

- 3.5+ fall semester GPA

AND

- 'AB' or better in MA 1160/1161/2160

- MA 2320 can be transferred from almost all other colleges/universities during Summer 2017.
- Can be taken here at Tech during Summer 2017 during either track.
- Prefer transfer over online course.

Course Load Guidelines

- For overall semester load, number of courses is 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 2017 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 depending 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 Minors Advisor

- French, German, Spanish

Maria Bergstrom

mjbergst@mtu.edu

316 Walker

487-0984

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

Spring/Summer 2018 Registration

October 29th – November 7th

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 (BanWeb)
- *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 (and Summer) 2018 sections.
- See Registrar's Office website mtu.edu/registrar (Students/Registration)
 - Video tutorial
- Plan schedule with CRNs and have alternate plans in case you run into filled sections.
 - Only use Contacts for Filled Sections if there is no other way to complete your schedule.

Contacts for filled sections (ME Advising page FAQ #9)

- 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, use Google form to be added to a waiting list (email instructions).

Summer classes at Tech

- Register for summer with spring (or later)
- Summer registration open online until summer semester begins May 14, 2018
- Tracks A and B (5/14-6/29 & 7/2-8/16)
- 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 2018 starts Tuesday, 9/4/17**

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:
 - Enterprise
 - 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

ME Academic Advisors

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ME Advising Center

204A/204B (203) MEEM

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