Mechanical Engineering Academic Advising Center
http://www.mtu.edu/mechanical/undergraduate/advising/

Hours: 8:00 a.m. - 5:00 p.m.        Monday – Friday        Walk-in or by appointment

**Important dates for Fall Semester 2018**

**Wednesday, August 29th** – First-year student registration online.

**Wednesday, August 29th** – Fall bills due/confirm enrollment online by 5:00pm (all students). $50 late fee afterwards.

**Tuesday, September 4th** – Classes begin.

**Friday, September 7th** – Last day to add a full semester class online by 5:00pm. Late add policy afterwards (will also need orange first-year drop/add slip after this date).

**Wednesday, September 12th** – Last day to drop a full semester class with a refund if dropping below 12 total credits. **Online drops until 5:00pm.** Full-time status (12 or more credits) established at 5:00pm. No further online drops. All drops after this deadline must be made in person at the Student Service Center.

**Friday, September 21st** – Last day to drop a full semester class without a grade (by 5:00pm) – **No refund.**

**Wednesday, October 3rd** – Career Fair (http://www.mtu.edu/career/index.html) **All students should attend.**

**Monday, October 22nd** – Mid-term progress reports available online (BanWeb) after 5:00pm (first year students only).

**Monday, October 22nd** – Part of Term B begins (PE courses).

**Sunday, October 28th** – Registration for spring/summer semesters begins for current undergraduate students (seniors first).

**Friday, November 9th** – Last day to drop a full semester class with a “W” grade, by 5:00pm.

**Note:** After this date and time you cannot drop a full-semester class for Fall 2018 unless there are clearly extenuating circumstances that prohibit you from completing the course (Late Drop policy in effect). A “W” will still appear on your transcript if a late drop request is approved. **Late drops are not approved just to avoid poor grades without additional justification.**

**November 19th – 23rd** – Thanksgiving Break

**December 15th** – Mid-Year Commencement

**December 17th – 21st** – Final Exams
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<tr>
<th>DEPARTMENTAL CONTACTS FOR FILLED SECTIONS</th>
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Michigan Tech Advising Syllabus

Mission: Advisors and students working together to develop an individualized academic plan for accomplishing student goals

Definition of Advising
Academic Advising is a relationship and a process that results in benefits for student, advisor, and university as a whole. The advisor and student collaborate to develop, follow, and complete an academic plan. A productive advising relationship will help students envision, foster, and realize their goals here at Michigan Tech and for a lifetime.

Student Learning Outcomes
- Knowledge of university student learning goals and degree requirements
- A thorough understanding of your academic plan
- Ability to find and use advising resources
- Increased and improved self-awareness and decision-making skills

Student Responsibilities (What you should do)
- Take responsibility for academic planning
- Understand learning goals and degree requirements
- Follow academic procedures and policies
- Communicate with your advisor: read all advising correspondence
- Attend advising meetings prepared
- Apply advising recommendations in order to achieve your academic plan
- Seek assistance from instructors, learning centers, and other university services
- Contact your advisor promptly when you have questions or concerns
  - When faced with a difficult question or challenging situation, your academic advisor is always a good place to begin
- Problem-solve to revise and achieve your academic plan

Activities (How advisors and students realize outcomes and goals)
- Identify a degree program that aligns with your academic interests and abilities
- Create an educational plan that fulfills the academic plan
- Select appropriate classes to satisfy your evolving goals
- Learn the benefits of internships, co-ops, and study abroad
- Explore academic options: Enterprise program, undergraduate research, Pavlis Honors College, dual majors, secondary degrees, minors, and graduate study
- Locate and use resources and services
- Interpret university requirements, policies, regulations, and procedures
- Develop decision-making skills, self-awareness, and self-direction
- Clarify and evaluate progress toward academic and life goals

Advisors advocate for students, protect and ensure their privacy and their rights as advisees in compliance with University policies
- [www.mtu.edu/deanofstudents/students/disability/policy/](http://www.mtu.edu/deanofstudents/students/disability/policy/)
- [www.mtu.edu/registrar/faculty-staff/ferpa/](http://www.mtu.edu/registrar/faculty-staff/ferpa/)
- [www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)

October 2016
### Orientation Week preparing for your first semester
- □ Login to MyMichiganTech and review your transcript
  - Are AP credit and transfer credits correct?
- □ Meet academic advisor
- □ Complete class registration and print class schedule
- □ Explore Campus Resources and visit these websites
  - Your department and advisor
  - Undergraduate Catalog - [www.mtu.edu/catalog/](http://www.mtu.edu/catalog/)
  - Dean of Students - [www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)
  - Registrar - [www.mtu.edu/registrar/](http://www.mtu.edu/registrar/)
  - Advising - [www.mtu.edu/registrar/students/advising/](http://www.mtu.edu/registrar/students/advising/)
  - Library - [www.mtu.edu/library/](http://www.mtu.edu/library/) - take a library tour
  - Wellness and Counseling - [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: [www.mtu.edu/sciences-arts/undergraduate/gsa/](http://www.mtu.edu/sciences-arts/undergraduate/gsa/)
    - General/undecided engineering advisor: [www.mtu.edu/ef/degree/advising/](http://www.mtu.edu/ef/degree/advising/)
- □ Review major requirements
  - Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
- □ Review Academic Policies and Academic Integrity - [www.mtu.edu/deanofstudents/](http://www.mtu.edu/deanofstudents/)
- □ Review University Student Learning Goals and your major’s learning goals - [www.mtu.edu/learning-goals](http://www.mtu.edu/learning-goals)
- □ Visit Career Services - [www.mtu.edu/career/](http://www.mtu.edu/career/)
  - Check out MyPlan - [www.mtu.edu/career/students/advising/myplan/](http://www.mtu.edu/career/students/advising/myplan/)
- □ Create a resume and attend career fairs
- □ Begin to explore Pavlis Honors College, internship, co-op, research, study abroad, minors
- □ Learn about campus activities and student organizations
  - [www.involvement.mtu.edu/organizations](http://www.involvement.mtu.edu/organizations)

### Year 2 academic exploration and personal development
- □ Meet with advisor, bring your academic plan
  - Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
- □ Explore interests, strengths, and careers
  - Within your department & network with faculty in your major
  - Career Services - [www.mtu.edu/career/](http://www.mtu.edu/career/)
- □ Update your resume and attend career fairs
- □ Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors
- □ Consider joining an Enterprise - [www.mtu.edu/enterprise/](http://www.mtu.edu/enterprise/)

### Year 3 academic enhancement and career goal setting
- □ Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
- □ Meet with advisor to prepare for graduation
- □ Network with faculty in your major
- □ Attend Career Services and Graduate School workshops for career planning
  - Consider Accelerated Masters - [www.mtu.edu/accelerated/](http://www.mtu.edu/accelerated/)
  - Consider Senior Rule Classes - [www.mtu.edu/registrar/students/registration/policies/senior-rule/](http://www.mtu.edu/registrar/students/registration/policies/senior-rule/)
- □ Develop career goals
- □ Explore/Participate Pavlis Honors College, internship, co-op, research, study abroad, minors
- □ Consider Accelerated Masters - [www.mtu.edu/accelerated/](http://www.mtu.edu/accelerated/)
- □ Consider Senior Rule Classes - [www.mtu.edu/registrar/students/registration/policies/senior-rule/](http://www.mtu.edu/registrar/students/registration/policies/senior-rule/)
- □ Update your resume and attend career fairs

### Final transitioning out of college into career or graduate school
- □ Apply for graduation by 10th week of the semester prior to graduation
  - Must have earned 90 credits or more
  - [www.mtu.edu/registrar/students/graduation/degree/](http://www.mtu.edu/registrar/students/graduation/degree/)
- □ Meet with advisor for final degree audit one semester before graduation
  - Run interactive audit each semester after registration - [www.mymichigantech.mtu.edu](http://www.mymichigantech.mtu.edu)
  - Network with faculty in your major
  - Finalize career/graduate school plans
  - Complete the First Destination survey - [https://mtu.joinhandshake.com/login](https://mtu.joinhandshake.com/login)
  - Complete Loan Exit Counseling for Financial Aid, if needed - 906-487-2662
- □ Graduation
  - Check for your name on the Graduation Candidate List - [www.mtu.edu/commencement/](http://www.mtu.edu/commencement/)
  - Order cap and gown, honor cords - [Optional - www.mtu.edu/commencement/](http://www.mtu.edu/commencement/)
  - Participate in commencement ceremony - [Optional](http://www.mtu.edu/commencement/)

***When faced with a difficult question or challenging situation, your academic advisor is always a good place to begin***
General Education Core and Humanities, Arts and Social Sciences (HASS)  
24 credits required: 12 credits from Core & 12 credits from HASS  
2018-2019

Core Courses: 12 credits required

<table>
<thead>
<tr>
<th>Core Courses: 12 credits required</th>
<th>Humanities, Arts, and Social Sciences (HASS): 12 credits required</th>
</tr>
</thead>
<tbody>
<tr>
<td>UN1015 Composition: 3 credits</td>
<td>UN1025 Global Issues: 3 credits or 3000-level or higher Modern Language course: 3 credits</td>
</tr>
</tbody>
</table>
| Critical and Creative Thinking: 3 credits  
  • Select one course  
  FA2330 Art Appreciation  
  FA2520 Music Appreciation  
  FA2720 Sound in Art and Science  
  FA2820 Theatre Appreciation  
  HU2130 Introduction to Rhetoric  
  HU2324 Introduction to Film  
  HU2501 American Experience in Literature  
  HU2503 Introduction to Literature  
  HU2538 British Experience in Literature  
  HU2700 Introduction to Philosophy  
  HU2820 Communication and Culture  
  HU2910 Language and Mind  
  SS2300 Environment and Society  
  TA2XX4 Critical & Creative Thinking Core  
  (Transfer Agreement credit only) | Social Responsibility & Ethical Reasoning: 3 credits  
  • Select one course  
  EC2001 Principles of Economics  
  ED2000 Issues in American Education  
  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  
  TA2XX8 Social Responsibility & Ethical Reasoning Core  
  (Transfer Agreement credit only) |

Students must take a minimum of 12 credits in HASS following these requirements:

- 6 credits must be upper level (3000-4999) courses  
  o UN1015 AND (UN1025 or Modern Language – 3000 level or higher) are prerequisites to all upper level non-language HASS courses  
  o Prerequisites for upper level language courses are appropriate placement score OR required lower level language course
- 3 credits are required from each of the following lists:  
  o Communication and Composition  
  o Humanities and Fine Arts (HU/FA)  
  o Social and Behavioral Sciences (EC/PSY/SS)
- No more than 3 credits from the Restricted HASS list may be counted toward the HASS requirement
- Some courses are on more than one HASS list, on a HASS list and a Core list, or on the HASS list and the STEM list, but each course can satisfy only one requirement

Communication and Composition  
• Minimum of 3 credits required

<table>
<thead>
<tr>
<th>Communication and Composition</th>
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<tbody>
<tr>
<td>HU2810  Research &amp; Writing in Communication</td>
<td>3</td>
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<tr>
<td>HU2830  Public Speaking &amp; Multimedia</td>
<td>3</td>
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<tr>
<td>HU3015  Advanced Composition</td>
<td>3</td>
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<tr>
<td>HU3120  Technical and Professional Communication</td>
<td>3</td>
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<tr>
<td>HU3151  The Rhetoric of Everyday Texts</td>
<td>3</td>
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<tr>
<td>HU3693  Science Writing</td>
<td>3</td>
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<tr>
<td>HU3694  Grant Writing</td>
<td>3</td>
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<tr>
<td>HU3832  Advanced Digital Presentation</td>
<td>3</td>
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<tr>
<td>HU4628  Usability and Instructions Writing</td>
<td>3</td>
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<tr>
<td>HU1XX5  HASS Communication/Comp</td>
<td>(transfer credit only) 3</td>
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<td>HU2XX5  HASS Communication/Comp</td>
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<td>HU3XX5  HASS Communication/Comp</td>
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<td>HU4XX5  HASS Communication/Comp</td>
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<td>TA1XX5  Communication Elective</td>
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<tr>
<td>TA3XX5  Communication Elective</td>
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<td>Humanities and Fine Arts (HU/FA)</td>
<td>Humanities and Fine Arts (HU/FA) cont.</td>
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<td>• Minimum of 3 credits required</td>
<td>HU3015 Advanced Composition 3</td>
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<tr>
<td>FA2123  World Music</td>
<td>HU3120 Technical and Professional Communication 3</td>
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<tr>
<td>FA2150  Creative Drawing Processes 3</td>
<td>HU3130 Rhetoric of Science and Technology 3</td>
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<tr>
<td>FA2160  Creative Practices: A Studio Course in Making Visual Art 3</td>
<td>HU3150 Topics in Literacy Studies 3</td>
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<tr>
<td>FA2190  Art and Nature</td>
<td>HU3151 The Rhetoric of Everyday Texts 3</td>
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<tr>
<td>FA2222  Film Music</td>
<td>HU3241 Level II-A Less Commonly Taught Languages (transfer or study abroad credit only) var</td>
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<tr>
<td>FA2300  Art and Design Studio</td>
<td>HU3242 Level II-B Less Commonly Taught Languages (transfer or study abroad credit only) var</td>
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<td>FA2315  Beginning Wheel Throwing</td>
<td>HU3261 Communicating Across Cultures 3</td>
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<td>FA2320  Color and Meaning</td>
<td>HU3262 Topics in Francophone Cultures 3</td>
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<tr>
<td>FA2330  Art Appreciation</td>
<td>HU3263 Topics in German-Speaking Culture 3</td>
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<td>FA2520  Music Appreciation</td>
<td>HU3264 Topics in Spanish-Speaking Culture 3</td>
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<tr>
<td>FA2600  Beginning Acting</td>
<td>HU3271 Level II-A French Language &amp; Culture 3</td>
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<td>FA2720  Sound in Art and Science</td>
<td>HU3272 Level II-B French Language &amp; Culture 3</td>
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<td>FA2820  Theatre Appreciation</td>
<td>HU3274 Level III French Literature &amp; Culture 3</td>
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<td>FA3133  Contemporary Music: The Search for New Sounds 3</td>
<td>HU3275 French for Special Purposes 3</td>
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<td>FA3330  Art History-Preface to Renaissance 3</td>
<td>HU3280 Level I-C German Language and Culture 3</td>
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<td>FA3333  Contemporary Sculpture Studio 3</td>
<td>HU3281 Level II-A German Language &amp; Culture 3</td>
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<td>FA3335  Traditional Sculpture Studio 3</td>
<td>HU3282 Level II-B German Language &amp; Culture 3</td>
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<td>FA3340  Art History-Renaissance to Today 3</td>
<td>HU3283 Level II German for Special Purposes 3</td>
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<td>FA3550  History of Jazz</td>
<td>HU3284 Level III German Literature &amp; Culture 3</td>
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<td>FA3560  Music History</td>
<td>HU3285 Level III German Film &amp; Media 3</td>
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<td>FA3600  Advanced Acting</td>
<td>HU3291 Level II-A Spanish Language &amp; Culture 3</td>
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<td>FA3625  History of Rock</td>
<td>HU3292 Level II-B Spanish Language &amp; Culture 3</td>
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<td>HU3293 Level II-C Spanish Composition &amp; Conversation 3</td>
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<td>FA3821  Theatre History II</td>
<td>HU3294 Hispanic Literatures and Culture 3</td>
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<td>FA3860  Costume History</td>
<td>HU3295 Level III Advanced Spanish for Literacies 3</td>
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<td>FA4620  Musical Theatre Performance 3</td>
<td>HU3296 Introduction to Hispanic Literatures and Cultures 3</td>
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<td>FA1XXX  HASS Elective (transfer credit only) 3</td>
<td>HU3327 Film Style and Genre 3</td>
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<td>HU3621 Introduction to Journalism 3</td>
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<td>HU3832 Advanced Digital Presentation 3</td>
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### Social and Behavioral Sciences (EC/PSY/SS) cont.

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<tr>
<td>MGT3650</td>
<td>Intellectual Property Management</td>
<td>3</td>
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<td>PSY2000</td>
<td>Introduction to Psychology</td>
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<td>PSY2600</td>
<td>Death and Dying</td>
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<td>PSY3010</td>
<td>Theories of Personality</td>
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SS3610 International Law 3
SS3612 International Relations 3
SS3621 Introduction to Public Policy and Public Management 3
SS3630 Environmental Policy & Politics 3
SS3636 Perceptions of the Modern State and Governance 3
SS3640 Selected Topics in Cyber-Law 3
SS3650 Intellectual Property Management 3
SS3660 Constitutional Law 3
SS3661 Civil Rights & Civil Liberties 3
SS3665 Crime, Incarceration, and Policy 3
SS3710 Social Problems 3
SS3760 Human Dimensions of Natural Resources 3
SS3800 Energy Policy and Technology 3
SS3801 Science, Technology, & Society 3
SS3805 Environmental Justice 3
SS3811 Energy Security and Justice 3
SS3815 Energy and Society 3
SS3910 Histories and Cultures 3
SS3920 Topics in Anthropology/Archaeology 3
SS3950 Topics in American History 3
SS3951 Topics in European History 3
SS3952 Topics in World History 3
SS3961 Preparing for Cross-Cultural Immersion Experiences 3
SS3990 Topics in the Social Science 3
SS4001 History of Social Thought 3
SS4120 Anthropology of International Development 3
SS4200 Environmental Anthropology 3
SS4220 Archaeological Thought in Society 3
SS4390 Seminar in Sustainability 3
SS4530 Deindustrialization and the Urban Environment 3
SS4550 History of Technology 3
SS4552 Historical Archaeology 3
SS4553 Material Culture Studies 3
SS4700 Communities and Research 3
SS4961 Experiential Learning Partners 2
SS4921 Washington Experience-Professional Practicum 3
SS1XXX HASS Elective (transfer credit only) 3
SS2XXX HASS Elective (transfer credit only) 3
SS3XXX HASS Elective (transfer credit only) 3
SS4XXX HASS Elective (transfer credit only) 3
IS2002 International Studies in situ – Soc/Behav Sci (study abroad credit only) var
IS3002 International Studies in situ – Soc/Behav Sci (study abroad credit only) var

Restricted HASS

- No more than 3 credits

BL2001 Valuing the Great Lakes 3
BL3970 Current Health Issues 3
ED3510 Communicating Science I 3
ENT2961 Teaming in the Enterprise 2
ENT2962 Communication Contexts 1
FW3116 Ethnobotany 3
FW3756 Maple Syrup Management and Culture 1
GE2100 Environmental Geology 3
HON3150 Pavlis Seminar II 1
HON3410 Culture, Language, and Project Development 3
HON4150 Pavlis Seminar III 1
MA4945 History of Mathematics 3

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## CORE COURSES

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### HUMANITIES ARTS AND SOCIAL SCIENCES (HASS)

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## General Education - Additional Courses to Add

### Fine Arts

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### Social and Behavioral Sciences

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Three co-curricular units are required for graduation. A unit involves the same time commitment as an academic semester credit but is not included in calculation of the GPA, nor in the overall degree-credit requirement.

Repeatable courses may not be repeated for co-curricular general education credit.

As part of the co-curriculum, titles of courses successfully completed will appear on the student's transcript with a pass/fail grade. These hours will be included as "earned hours" but will not be included in "GPA hours."

Enrollment in a co-curricular activity will count toward satisfactory progress for financial aid purposes and toward status as a full-time student.

Co-curricular Courses

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*PE0210 may be repeated once for general education co-curricular credit if topics are different. PE0425 may also be repeated once for general education co-curricular credit.

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**Tips for Success in the Michigan Tech BSME program**

- **Attend class and participate.**
- **Take advantage of instructors’ office hours.**
- **Use the Learning Centers. Make weekly appts (recommended where they are available, see course numbers below as applicable) or walk-in at any time.**
  
  http://www.mtu.edu/compass/mentoring/academic-support/

  Math MA 0010 234 Fisher  
  Physics PH 0010 128 Fisher  
  Chemistry CH 0100 208 ChemSci  
  MY 2100 Help Sessions Announced in class  

  Writing (Multiliteracies) 107 Walker  

  For **any class** with writing, report, presentation assignments, etc.  
  HU 0122 (Global Issues Study Team for UN 1025)  
  HU 0123 (Composition Coaching for UN 1015)  

  Engineering Fundamentals 208 Dillman (ENG 1001/1100/1101/1102)  
  **Open Hours: Sunday – Thursday 7:00 – 9:00pm (walk-in)**  
  Engineering Learning Center 203 MEEM (MEEM 2110/2150/2200/2201/2700)  
  Electrical Engineering 123 EERC  
  Economics G004 Academic Office Building

- **Begin studying on the first day of class. Minimum of two hours study/prep time per hour of class per week.**
- **Keep a regular, consistent personal/sleep schedule.**
- **Manage your time wisely. Use a log/planner.**
- **Eat well (good, balanced nutrition).**
- **Study in an area with minimal distractions. This is likely not in your dorm room/hall.**
- **Get involved but not over involved with student organizations.**
- **Keep a positive attitude. Relieve stress with exercise.**
- **Seek help from your academic advisors and other campus resources as needed. We can refer you to the correct departments if you are having issues.**
- **Understand your schedule each semester and why each course is important to your continued progress. Ask questions if you don’t understand. That is why we are here as your academic advisors.**
More tips to prepare you to succeed in the B.S.M.E. program at Michigan Tech

Success in your freshmen and sophomore math, science and engineering courses is **CRITICAL** to your continued success in the subsequent mechanical engineering curriculum.

If you receive a CD or D in any courses (especially those listed above), we strongly encourage you to retake the class BEFORE continuing on to the next class in the sequence. However, students with financial aid should consult with that office regarding possible impacts of repeating courses on their financial aid eligibility (this includes work-study hours).

**Information on Retaking Classes**

You may – and should – retake any class in which you receive a CD, D, or F; at any point in the curriculum.

The latest grade always replaces the previous grade(s). If you retake a class and receive a better grade this will improve your overall GPA and the Engineering or departmental GPAs where applicable. However, you can retake a class and get a worse grade and decrease your GPAs. For example if you have a D (a passing grade) and retake a course and receive an F (a failing grade), you now have a failing grade in the course – and no credit for that course – and would have to retake the class a third time. You may only take a class three times. You must receive permission from the Dean of Students office, Financial Aid, and your academic advisor to register for a class the third time. If the class that you are retaking is a required class for your program, and you do not pass the class during the third attempt then you may no longer continue in the program.

For more information, please reference the Registrar’s Office policy on retaking courses:
http://www.mtu.edu/registrar/students/registration/policies/repeat-course/

**Questions? Contact the Mechanical Engineering Advising Center:**
MEEM 204A/B (203) ** 487-2564 **

Ryan Towles (ratowles@mtu.edu)    Tricia Stein (pmstein@mtu.edu)
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Directions on how to use the Study Schedule

Philosophy: We all have only 24 hours in a day, seven days in a week. It isn’t the amount of time you have that makes a difference between success and failure, but how you use the time you have. Time management can help you keep control of one of your most valuable assets so that you can achieve your most important goals while you are here at Michigan Tech.

Steps in using the Study Schedule:

1. Make out a new schedule for each week (ideally on Sunday night), keeping your completed schedules in a three ring binder. This way you can keep a paper trail of your activities throughout the semester and better analyze the reasons for your accomplishments or disappointments after finals as you prepare for the next semester.

2. Determine a realistic GPA to strive for this semester. This should be a “stretch goal,” one that you can attain if you really commit yourself to achieve it, but not one that is either unattainably high or one that is so easy to achieve that you feel no challenge in making it. Document your semester GPA goal in the lower left corner of your Study Schedule each week.

3. Determine your study goals for each class. On average plan to devote two hours of study time per academic credit hour you are taking. For example, if you’re taking 15 hours, plan to study 30. This works out to a 45 hour “work week,” which is no more than most professionals spend at their jobs per week. You might have to modify your study goals per class as you familiarize yourself with the study demands for each class. For example, a class that is a “no-brainer” might only require a half hour per credit hour to study for, while a really difficult class might require four hours per credit hour to study for. Document your weekly study hours goal on the bottom of your Study Schedule each week.

4. Mark off all of your classes and solid commitments (like a job) in ink. This reminds you to go to class and go to work. You cannot erase ink. Don’t skip a class to catch up in another. Research done at the University of Michigan revealed the most important factor for success in college is class attendance.

5. Pencil in your sleeping, eating and planned open times. Do as much as you can to plan for 7-8 hours of sleep per night.

6. Pencil in the number of hours you plan to study. You will use a pencil because “things come up” that might cause a change in your study plans. If you erase four study hours on Monday, for example, then pencil in four hours elsewhere in your Study Schedule into the rest of your week. Try to schedule all of your study time so you can be done by Friday night. That way, if you don’t make it by Friday night, you have Saturday and Sunday as “buffer time” to catch up. If you do make it, you then have the weekend to catch up on housework, have fun, and possibly engage in “Review-Preview.”

7. Pencil in a certain amount of “fun time” during the week as well as on the weekend. Time away from studying is essential for maintaining your study efficiency. Include at least 2 – 3 hours per week for aerobic or strength training exercise. Planning for fun time and exercise reduces the temptation to “skip out” of planned study time to go have fun. It also reduces the tendency to feel guilty during the week when you are engaged in recreation, and additionally improves your concentration when you are engaged in study or project time.

8. If you do attain your study hours goal by Friday night, consider practicing Review-Preview.
   a. On Saturday, get all of your books, assignments and readings all together. Do not plan to write or highlight anything down. Keep it as casual and as relaxed as possible. For 30 minutes to an hour and a half, go over all of the materials you covered the week before and casually note the areas you comprehended and the areas you still need to work on. By reviewing the materials one last time in a casual setting, you are helping further establish it in your long term memory.
   b. For Sunday, gather up the materials you anticipate covering in the upcoming week. For 30 minutes to an hour and a half, look the materials over and note the areas that look as though you will comprehend right away, as well as the areas you anticipate having some trouble in. By previewing the materials in a casual setting, you will go through the cognitive “shock of the new” ahead of time, so that when the materials are formally presented in class the following week, you will be mentally ready to ask relevant questions at the moment the professor will be best able to answer them—rather than have the questions come to you ten minutes after class is over.

9. At the end of the week, add up the number of hours you actually studied and document them in the lower right corner of the Study Schedule. If you don’t make your goal, don’t try to “piggy back” them onto the next week’s schedule. Make up a new Study Schedule and begin again.

10. Try not to study a given subject more than two hours at a time, as study efficiency goes down dramatically after that. Also, if you have two very similar subjects, try not to study them back to back. Instead, “sandwich” a subject that is very different from the two classes in between the two classes whose subjects are very close to each other. This improves study efficiency for all three subjects.
Extra-Curricular Activities
Department of Mechanical Engineering - Engineering Mechanics