Michigan Tech Mechanical Engineering (ME)

Orientation Academic Advising Meeting
August 27, 2018
ME Academic Advisors

Ryan Towles
Academic Advisor
ratowles@mtu.edu

- Michigan Tech grad (1999)
- ME advisor since 2010
- Copper Country Track Club Advisor
- Originally from Metro Detroit

Tricia Stein
Academic Advisor
pmstein@mtu.edu

- Michigan Tech grad (1987)
- ME advisor since 2017
- Originally from Houghton
Agenda

- ME Advising Center
- BSME curriculum
  - General Education
  - Co-curricular activities
- Scheduling/Registration
- Key dates
- University academic policies
- Study tips
- Campus resources
- Opportunities (Career Fair, Involvement)
ME Advising Center
8:00 am – 5:00 pm
Monday – Friday
204A/204B R.L. Smith (MEEM)
(Building 20)
within Engineering Learning Center
(MEEM 203)

906.487.2564
http://www.mtu.edu/mechanical/undergraduate/advising/

Walk-in or by appointment
Academic advisor’s role

- Advising Syllabus – use as a guide/checklist for advising
- Assist students with:
  - Developing an academic/educational plan
  - Course scheduling/registration
  - Interpreting University policies and procedures
  - Seeking out services/resources as needed
  - Opportunities: internships, co-op, curricula, study abroad, etc.
  - Refer to faculty as needed for specific professional interests
  - Clarification of career and life goals

We are your primary contacts for questions and concerns and can refer you to the specialists you need if we are not the right resource.

Plan to meet with us at least before registration each semester, but anytime you need to also.

When faced with a difficult question or challenging situation, your academic advisor is always a good place to begin.
Be prepared to meet with academic advisors...

- Know your M number which is not your social security number. It’s 8 digits after an ‘M’. It is on your Tech ID.

- Bring any previously marked-up flow charts, notes, forms, etc. when you meet with us
  - Create and maintain a personal academic records folder.
  - Take notes during advising meetings.

- Do not email both advisors separately - copy us both
  - Use your Michigan Tech email account.

- Michigan Tech has an online directory and A2Z for looking up contact information:
  - https://www.mtu.edu/directory/
  - http://www.mtu.edu/a2z/

  - This will save you time if you are just contacting us to find someone’s location, phone number, or email address.
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.
I heard that...

- If you hear things regarding curricular issues and academic policies from a friend, there is a good chance that you have incorrect information. Even though what they are saying may be correct for them.

- Verify with an ME Academic Advisor or department responsible for the policy
My Michigan Tech

- Personal portal for academic information
- Links to BanWeb and many other useful sites
  - Confirm current incoming credits if applicable
- Interactive degree audit
- Guest access
  - Grant through BanWeb – scroll to far right
  - Required if you want us to be able to talk to your parents regarding your academic record.

Canvas

- Learning management system for coursework.
- Most courses will have a Canvas component.
Fall 2015 and later - BSME degree requirements

General Education 24

Major:
  Chemistry 4
  Electrical Engineering 3
  Engineering Fundamentals 6
  Material Science 3
  Mathematics 19
  Mechanical Eng 40
  Physics 8

Economic Dec. Analysis 3

Technical Electives 15

Free Electives 3

Total: 128 credits

Plus 3 units of co-curricular activities
General Education (24 credits)

UN 1015 – Composition 3 credits
UN 1025 – Global Issues 3 credits
(or 3000-level language)
Critical & Creative Thinking 3 credits
Social Responsibility & Ethical Reasoning 3 credits

HASS - Communication/Composition 3 credits
HASS - Humanities/Fine Arts 3 credits
HASS - Social & Behavioral Science 3 credits
HASS - Any list 3 credits
(6 of the above 12 HASS credits must be 3000+ level)

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.
UN 1015 and UN 1025

- First year students are given first priority for scheduling these courses. One most likely added for fall if not previous credit.
- Make every effort to take these in your first year/summer, or transfer them in from another school the first summer.
- UN 1015 is a non-concurrent pre-req for MEEM 2901.
- UN1015 and UN1025 are prerequisites for all 3000-level HASS courses.

Modern Languages

- Take placement exam if you have any experience in a language (French, German, Spanish) – you may earn placement credit.
- 3000-level language can replace UN1025 (see advisor to confirm).
- Language courses also count as HASS HU/FA or HASS Any or Free Electives (no double counting if used for UN1025).
Critical & Creative Thinking - 3 credits

- FA2330 Art Appreciation
- FA2520 Music Appreciation
- FA2720 Audio Arts Appreciation
- FA2820 Theatre Appreciation
- HU2130 Introduction to Rhetoric
- HU 2324 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
- TA9004L Critical & Creative Thinking Core (MTA only)

Semesters/years offered, pre-requisites, attributes, and restrictions, etc. subject to change. Refer to the schedule of classes in BanWeb for current offerings and course descriptions. After satisfying the CCT requirement, additional courses on this list are usable for HASS requirements provided the 6 credits of 3000-level or higher HASS requirement is also satisfied.
Social Responsibility & Ethical Reasoning - 3 credits

- EC2001 Principles of Economics
- ED 2000 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
- TA9008L Social Responsibility & Ethical Reasoning Core (MTA only)

Semesters/years offered, pre-requisites, attributes, and restrictions, etc. subject to change. Refer to the schedule of classes in BanWeb for current offerings and course descriptions. After satisfying the SRER requirement, additional courses on this list are usable for HASS requirements provided the 6 credits of 3000-level or higher HASS requirement is also satisfied.
HASS Distribution courses (12 credits)

- Communication/Composition list - 3 credits minimum
  HU2810  HU2830  HU3015  HU3120  HU3151
  HU3693  HU3694  HU3832  HU4628  HU1XX5
  HU2XX5  HU3XX5  HU4XX5  TA1XX5  TA3XX5

- 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
- List of possible open Fall 2018 CCT/SRER/HASS courses in packet
Co-curricular activities (3 units)
Examples...

AF0120 Physical Conditioning 0.5
AF0340 Field Training 1.0
AR2068 Fall Military Physical Conditioning 1.0
FA2400 Huskies Pep Band 1.0
FA2402 Campus Concert Band 1.0
PE0101 Flag Football 0.5
PE0104 Ultimate Frisbee 0.5
PE1140 Tennis 1.0
PE2080 Varsity Track & Field 1.0
If you needed to take the ALEKS math placement assessment and did not, then you may have no class schedule.

If this is the case for you, please be sure to take ALEKS as soon as possible.

Thursday, August 30th, 7:00 - 9:00pm, Rehki 215
Scheduling

Current schedule may not be complete if you are not in 4 courses

If needed, add (at Wednesday registration times):

- UN1015 (if seats are available)
- or, UN1025
- or, CCT or SRER course
- or, HASS course
- and/or, Co-curricular unit (recommended)
  - Note: Track B courses begin on October 22nd

If you are in University Chemistry (CH 1150 & 1151):

You are encouraged to add optional recitation:

CH 1153 – 1 credit

If you are in Prep Chemistry (CH 1000) and earned a ‘B’ or better in high school Algebra and Chemistry (and at least in MA 1031/1032 for this fall), then you may change from CH 1000 to CH 1150/1151.

You may see Jeremy Brown (206A Chem Sci, jelbrown@mtu.edu) to discuss.
Email schedule@mtu.edu to change chemistry.
Likewise you might need to change from CH 1150/1151 to CH1000
Scheduling

- You can move back in the math sequence (e.g., MA 2160 or 3160 to MA 1160/1161 or MA 1160/1161 to MA 1032), but once this decision is made it is final.
- Students may not change cohort classes on their own (MA/ENG/CH).
- See the Registrar’s Office (schedule@mtu.edu) for possible changes (with good reason). Do this ASAP. You don’t have to wait until Wednesday registration.
  - Athletics
  - ROTC
  - Changing Math or Chemistry courses
Success Courses:

- You may not drop UN 1010 this fall unless you are in UN 1000 also (Learning Communities requirement).
- You may not drop UN 1000 (ExSEL requirement).
- Contact Wahtera Student Success Center for possible section changes if needed.
  - UN 1000 – Jeanne Watts, 130 Admin, 487-3558, jawatts@mtu.edu
  - UN 1010 – Heather Simpson, 130 Admin, 487-3558, hsimpson@mtu.edu
Scheduling

Other Courses:

- You may not drop HON 1150 (Pavlis Honors College requirement).
- You may not drop KIP 1900 (Athletics requirement).
Scheduling
CH1150/1151 credit and scheduled for MSE2100 or CH1160/1161?
- See an ME Academic Advisor

Starting in MA1030?
- See an ME Academic Advisor

Calculus lab sections have no set times.
Registration webpage

- Includes video tutorial on how to register for classes

http://www.mtu.edu/registrar/students/registration/

- Registrar’s main page also contains links to things like:
  - Evening exam schedule
  - Final exam schedule
  - Academic calendar
  - GPA estimator
  - Course descriptions
  - Schedule of classes (without having to log into BanWeb)
  - Much, much more....
# Filled Sections

<table>
<thead>
<tr>
<th>Dept.</th>
<th>Contact Person (see complete list)</th>
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| CH    | Jeremy Brown – 206A ChemSci (Bldg 19) - 487.2297  
       | Denise Laux - 607D ChemSci - 487.2048 |
| MA    | Beth Reed - 205A Fisher (15) - 487.2287 |
| PH    | Wil Slough - 221 Fisher - 487.2273 |
| ENG   | Darlene Saari – 112 Dillman (14) - 487.3057 |
| MSE   | Dan Seguin– U101 M&M (12) - 487.3375 |
If you have any of the following courses, you will meet for Day 0 on Thursday this week to get familiar with your classes. See your orientation schedule booklet for times and places.

- UN 1015
- MA 1160
- UN 1025
- MA 1161
- CH 1000
- MA 2160
- CH 1150
- MA 3160
- MA 1030
- ENG 1001
- MA 1032
- ENG 1101
Important dates for Fall 2018

Friday, September 7 – Last day to add a full semester class.

Wednesday, September 12 – Last day to drop a full semester class with a refund if you drop below 12 credits – Financial Aid credit load established

Friday, September 21 – Last day to drop a full semester class without a grade

Wednesday, October 3 – Fall Semester Career Fair

Monday, October 22 – Mid-term Progress reports available after 5 pm

Sunday, October 28 – Spring/Summer Registration begins according to earned credits.

Friday, November 9 – Last day to drop a full semester class with a “W” grade

Note: After 5:00 pm on November 9, you cannot drop a full-semester class unless there are clearly extenuating circumstances that prohibit you from completing the course (Late Drop policy). A “W” will appear on your transcript if a late drop request is approved. Late drops are not approved strictly to avoid poor grades.

November 19-23 – Thanksgiving Break

December 17-21 – Final Exams
First-Year Students
Adding or dropping a class

During Orientation and week 1 (through September 7):
- See advisor or Registrar’s Office for changes

After Week 1:
- Fill out orange slip with advisor
- Instructor signature required to add
- Instructor signature also required to drop after week 3.
Students must meet the following residency requirements in order to receive a baccalaureate degree from Michigan Tech:

- 30 of the last 36 credit hours of academic work to be applied to the degree must have been completed at Michigan Tech.
- Study abroad and co-op credits earned through Michigan Tech may be included in these 30 hours if the student has completed 30 credit hours of courses at Michigan Tech among the last 60 credit hours to be applied to the degree.
- 30 credit hours of advanced level courses (3000 or higher) must be completed at Michigan Tech.

Transfer credits – transcript should be sent to Michigan Tech as soon as the course has been completed. A grade of ‘C’ (2.00/4.00) or better is required for a course to transfer.
Mid-Term Grades

- Mid-Term grades of satisfactory or unsatisfactory are assigned for first-year students during the fall and spring semesters.
  - Satisfactory ‘SA’ = ‘C’ or better at mid-term
  - Unsatisfactory ‘UN’ = ‘C’ or lower at mid-term

- First-year students with 2 or more ‘UN’ mid-term grades are considered in danger of academic probation and must meet with the student success center. Advisors will reach out as well.
Academic probation if:

- After final semester grades:
  - 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 of MEEM courses

- Changed (back) to ‘good standing’ when ALL of the above GPAs are 2.00 or higher

- A student who performs poorly in the Fall 2018 semester will be on probation for Fall 2018 (retroactive)

- All first-year students placed on academic probation will be required to meet with/contact an ME academic advisor regarding registration for Spring 2019.
If things don’t go well…

- Repeat any grades lower than ‘C’ as soon as possible (especially MA, ENG, PH, CH, MEEM). Do not move ahead to the next course in a sequence with ‘CD’ or ‘D’ grades.

- You **must** earn a ‘C’ or better in MA2160 to take MEEM2110.

- There may be consequences with financial aid with repeated coursework, so contact that office to discuss your status and options.
Proper Course Loads

- Part of best practice time management is taking on proper course loads.
- An appropriate graduation date is the result of good academic planning. Planning to a date can be dangerous.
- Academic performance should be your highest priority. Your employment opportunities are best at 3.00 GPA or higher.
- Number of courses is more an indicator of load than number of credits.
  - Typically a semester load should be 4-5 courses with one of those being a general education course if possible.
Time Management

- How much time is required to be successful in your college studies?
- Good rule of thumb – Minimum 2 hours of study/prep time for each hour in class
- Typical 15 semester hour schedule means
  - 15 class hours + 30 study/prep hours = 45 hours minimum per week
- Use a calendar/planner (paper, phone, online, etc).
- Make a study schedule.
- Study in a distraction-free environment.

MANAGE YOUR TIME WISELY!
Time Log

- How are you spending your time?
- Keep log for two weeks.
- Analyze your results:
  - Are you sleeping 7-8 hours per night (minimum)?
    - Trying to ‘catch up’ on sleep on the weekend is not as healthy as a consistent sleep schedule
    - 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 30-40 hours per week outside of class time?
- If you have the time, get involved in campus activities, but not over-involved.
Repetitive Study

- Why does it take this much time to be successful?
- Repetitive study is an effective strategy for good academic performance.
  - Preview material
  - Attend every class
  - Take good notes
  - Review notes and formulate questions
  - Complete homework/practice problems
  - Work on projects/labs as applicable
  - Learning Center appointment/usage
  - Instructor’s office hours
  - Study for quizzes/exams
Be a Professional Student

- Come to campus and stay on campus.
  - Treat your studies like a full-time job.
  - Have purpose to your study locations and time periods.

- Be detail-oriented
  - Check your Michigan Tech email at least daily.
  - Pay attention to communication:
    - Emails – especially from instructors, advisors, Wahtera Center for Student Success, Student Affairs, Dean of Students, etc.
    - Canvas – will be very important for your classes.
    - BanWeb – Checking schedule, changing classes, checking grades, current GPA, etc. OTLs will get you started.
Campus Resources – Use Them!!!

- Faculty (office hours and by appt)
- Learning Centers
  - For all subjects you are studying plus success coaches
  - Weekly appts recommended where available (see course numbers on ME tips handout) or walk-in
- Wahtera Center for Student Success
- Resident/Commuter assistants
- Upper class students (with caution)
- Counseling Services
- Career Services
- Academic Advisors (can refer you as needed)
Extra-Curricular Activities
Enterprise Teams
Career Services Events (Handout)

- Career Fair Prep - Sept. 24th
- Résumé reviews (Résumé Blitz) - Oct. 1st
- Mock interviews - Sept. 28th
- Various Industry Days
- Fall 2017 Career Fair (October 3rd)
- Spring Career Fair (February 20, 2019)
  - Internships for Summer 2018 are very appropriate for first-year students. Summer interns may be hired from either semester’s Career Fair.

http://www.mtu.edu/career/

BE PREPARED & GO TO THE FALL CAREER FAIR!
See you later in the fall...

- Fall first-year academic advising meeting
  October 2018 – Date/Time/Location TBA

- Watch your email for meeting notices and plan to attend.

- Will cover spring semester scheduling and registration, longer-term academic planning, important university policies, and more in greater detail...
Announcements:
ENG1101, ENG1001, ENG 1102

Spatial Visualization Test (SVT)
Check with OTL for times and places

OTLs have time and place for each team.
If you took the SVT already, you may not retake it again.

☐ You cannot stay in ENG 1101/1001 unless you are in ENG 1002 or passed the SVT (19 or better).
☐ You cannot take ENG 1102 unless you have completed ENG 1002 or passed the SVT (if you have ENG 1101 transfer credit).
☐ Go to Dillman 112 (EF office) for ENG 1002 section changes.
Announcements:
ENG1101, ENG1001, ENG 1102

Spatial Visualization Test (SVT)

- Make sure to bring/know:
  - Michigan Tech ID
  - User ID (email address)
  - #2 pencil
Announcements: ENG1101, ENG1001

Student-Athletes must take the Spatial Visualization Test (SVT) today (Aug. 23rd) at 3:00 pm in EERC 103.

- You cannot stay in ENG 1101/1001 unless you are in ENG 1002 or passed the SVT.
- You cannot take ENG 1102 unless you have completed ENG 1002 or passed the SVT (if you have ENG 1101 transfer credit).
- Go to Dillman 112 (EF office) for ENG 1002 section changes.
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Tricia Stein (pmstein@mtu.edu)

ME Advising Center
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906/487-2564

http://www.mtu.edu/mechanical/undergraduate/advising/
Your education is the sum of your college experiences, not just the name of your major and the coursework you take. We are here to help, but ultimately, your success is up to you!