

Michigan Tech Mechanical Engineering (ME)

**Orientation
Academic Advising Meeting
August 21, 2023**

ME Academic Advisors

Ryan Towles
Academic Advisor
meadvise@mtu.edu

- Michigan Tech grad (1999)
- ME advisor since 2010
- Copper Country Track Club & Keweenaw Ultra-Marathon Club Advisor

Sarah Sohlden
Academic Advisor
meadvise@mtu.edu

- Michigan Tech grad (2000)
- ME advisor since Fall 2022
- Extensive CAD experience

Mark Provoast
Academic Advisor
meadvise@mtu.edu

- Michigan Tech grad (1987)
- ME advisor since Fall 2022
- Long-time Admissions staff member

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

**2nd Floor R.L. Smith (MEEM)
(Building 20)**

**within Engineering Learning Center
(MEEM 203)**

906.487.2564

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

Walk-in or by email/phone

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 advisors separately
 - Use meadvise@mtu.edu
 - 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 a location, phone number, or email address.

ME Advising Web Page

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

Lot's of FAQs, links, forms...

A good first stop for advising information, see an advisor with questions.

Advising Feedback

Please feel free to come and see us with concerns or to discuss your advising experience. Please understand that advisors don't make decisions. We have to execute university and department policies.

I heard that...

- ▣ If you hear things regarding curricular issues and/or 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

MyMichiganTech

- ▣ 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/iClicker

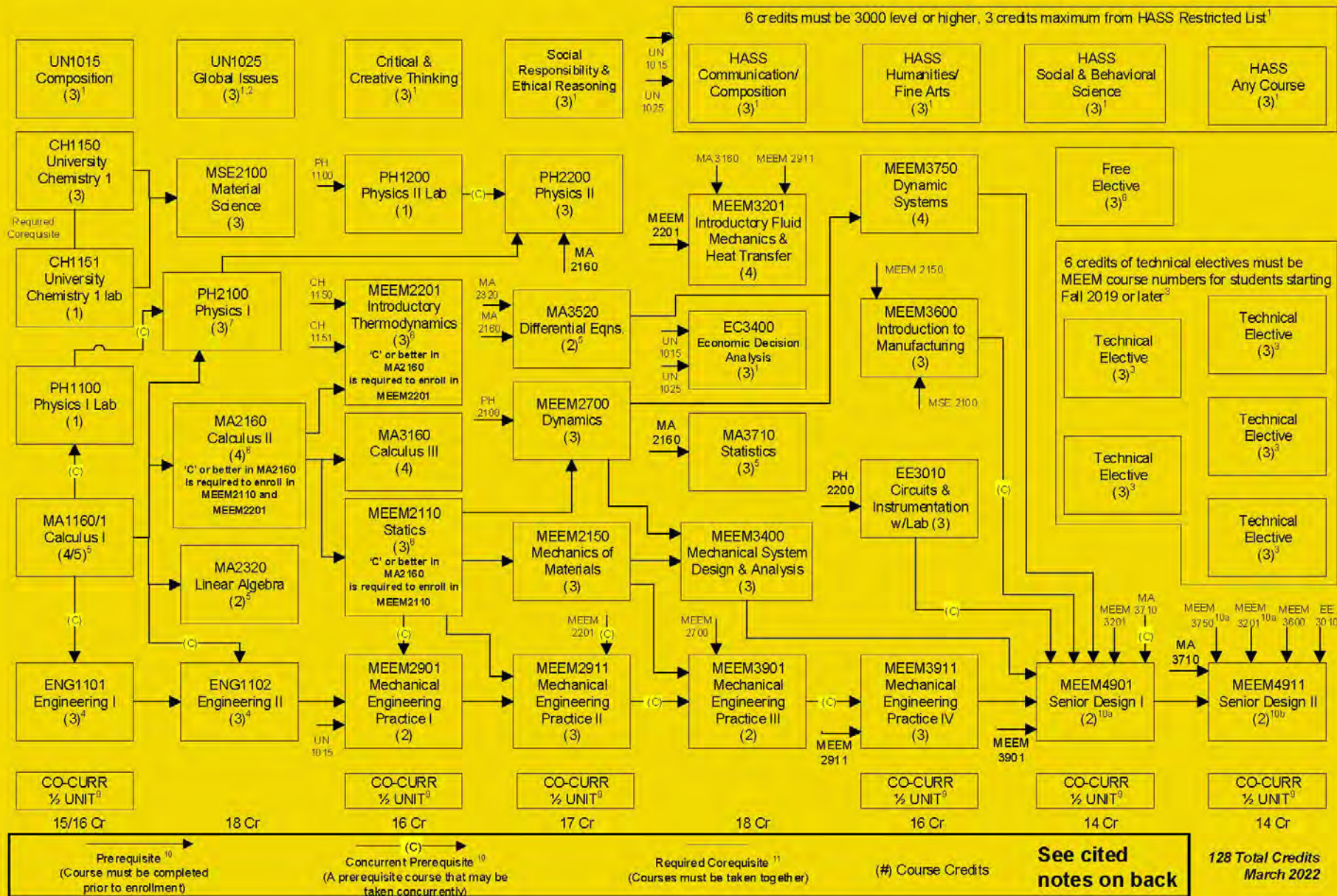
- ▣ Learning management system for coursework.
- ▣ Most courses will have a Canvas component.
- ▣ Be sure to fully participate in your courses.

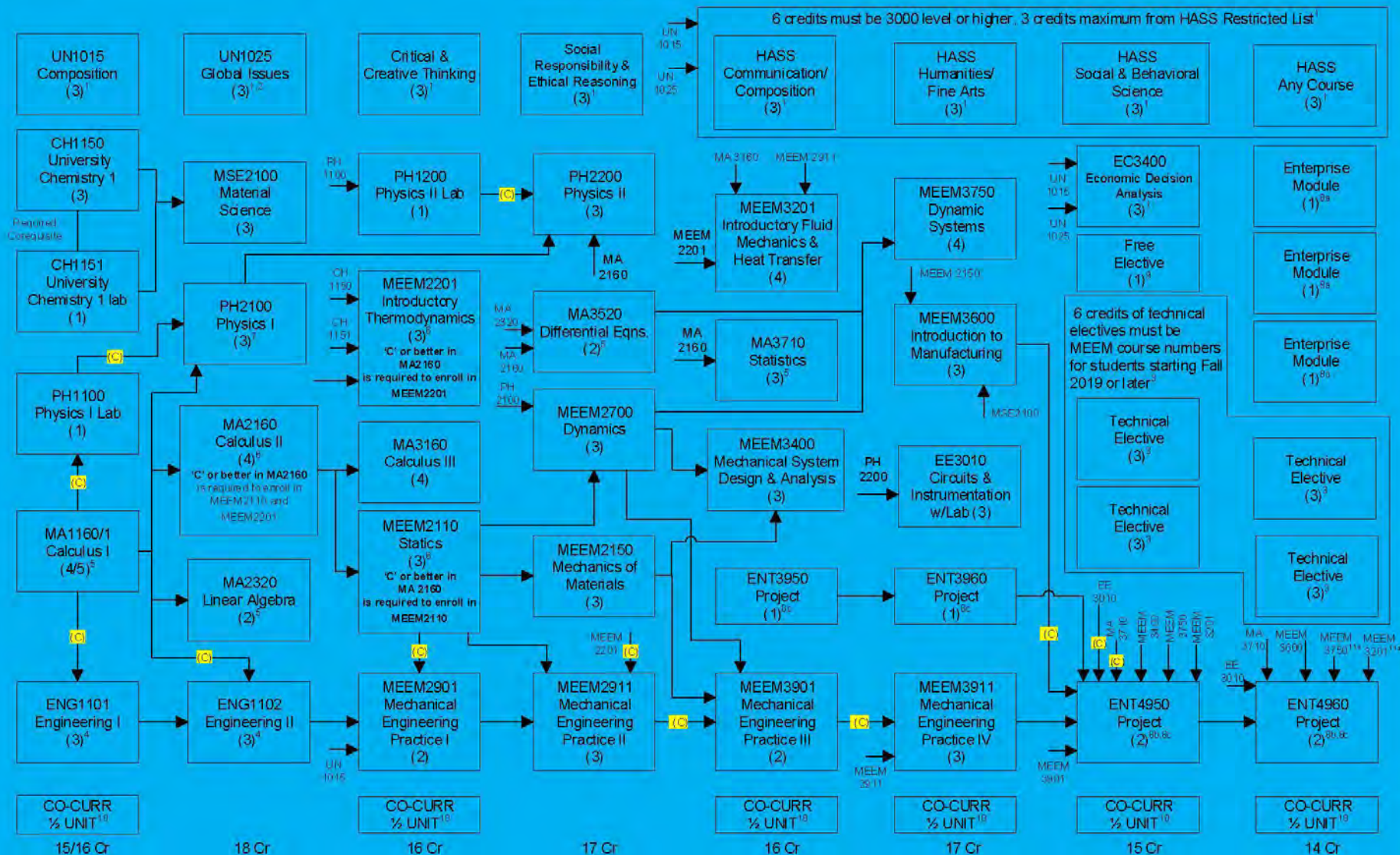
BSME degree requirements

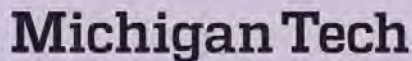
General Education	24
Major:	
Chemistry	4
Electrical Engineering	3
Engineering Fundamentals	6
Material Science	3
Mathematics	19
Mechanical Eng	40
Physics	8
Economic Dec. Analysis	3
Technical Electives	15 (6 must be MEEM)
Free Electives	3

Total: 128 credits

Plus 3 units of co-curricular activities



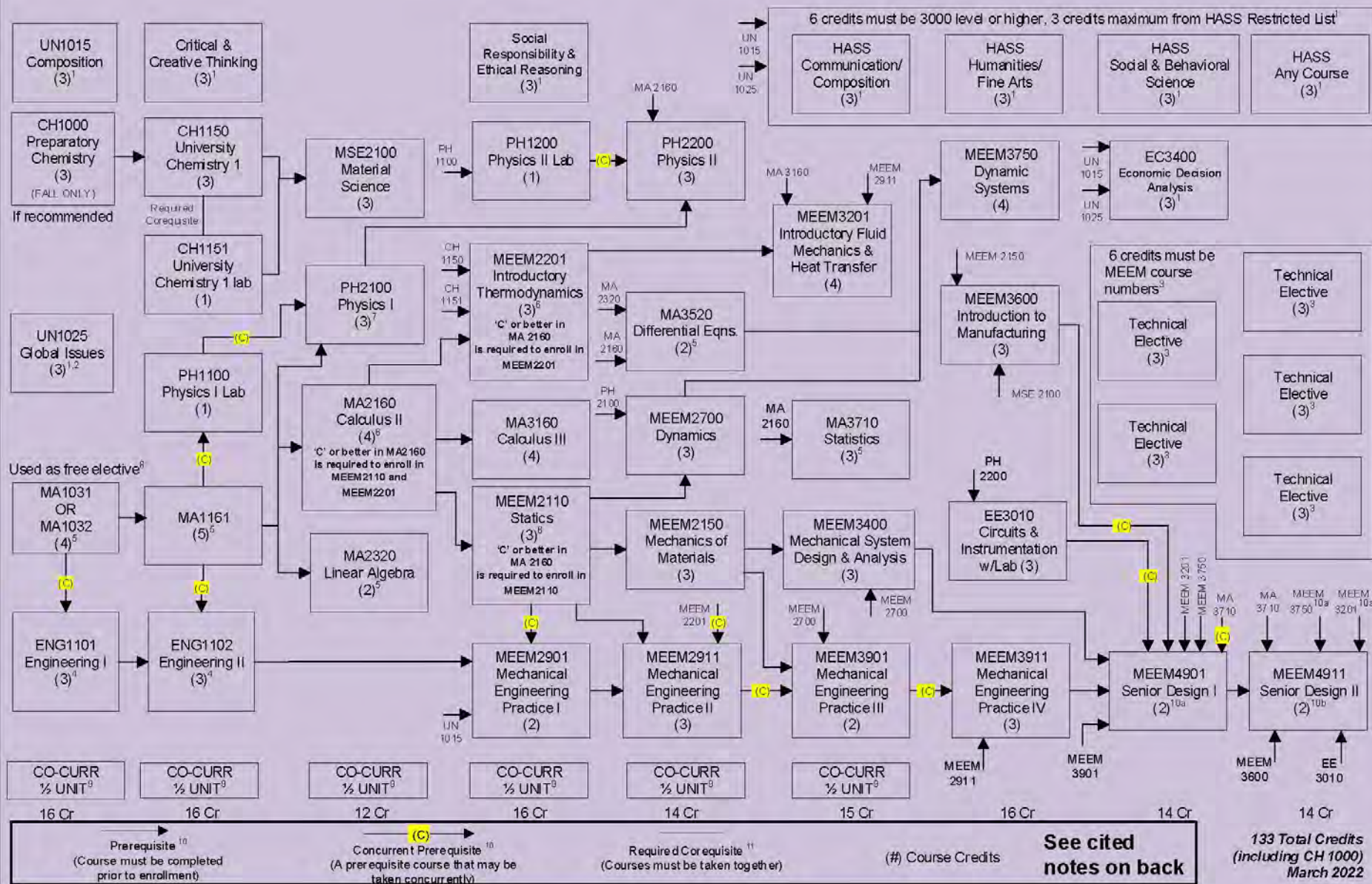




For students with math placement below calculus.

Sample Course Plan: All required courses are offered each fall and spring semester.

Students may take courses in any semester as long as pre-requisites are met.



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-curricular units 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

Modern Languages

- ▣ Take online placement exam (see Orientation booklet, pages 7, 16) if you have any experience in a language (French, German, Spanish). You may earn extra placement credits for taking your first course
- ▣ 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

- **ART1000 Art 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**
- **HU2701 Logical and Critical Thinking**
- **HU2820 Communication and Culture**
- **HU2910 Language and Mind**
- **MUS1000 Music Appreciation**
- **SND1000 Sound in Art and Science**
- **SS2300 Environment and Society**
- **THEA1000 Theatre Appreciation**
- **TA2XX4 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**
- **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 (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
- ▣ 3 credits minimum from Humanities/Fine Arts list
- ▣ 3 credits minimum from Social & Behavioral Science list
- ▣ 3 more credits that 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 2023 CCT/SRER/HASS courses for first-year students in handouts**

Co-curricular activities (3 units)

Examples...

AF0120 Physical Conditioning	0.5
AF0340 Field Training	1.0
AR2068 Fall Military Physical Conditioning	1.0
MUS1510 Huskies Pep Band	1.0
MUS1511 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

Scheduling

If you needed to take the ALEKS math placement assessment and did not, then you may have no class schedule.

Math Placement:

- ▣ AP (min score 2)
- ▣ ACT/SAT Math
- ▣ Transfers
- ▣ ALEKS

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

Scheduling

Current schedule may not be complete if you are not in at least 4 courses (plus labs and PE, etc) and at least 12 credits

If needed, add:

UN1015 (email schedule@mtu.edu)

or, UN1025 (email schedule@mtu.edu)

or, CCT or SRER course (see academic advisor)

or, HASS course (see academic advisor)

and/or, Co-curricular unit (recommended, add with OTL)

- Note: Track B courses begin on October 16th

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

You are encouraged to add optional recitation:

CH 1153 – 1 credit

If you are in University Physics I (PH 2100):

You might want to add optional workshop:

PH 2110 – 2 credits – If you are only in PH 1100 and not PH 2100, this does not apply for this semester

Scheduling

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 contact Susan Liebau
(206A Chem Sci, sliebau@mtu.edu) to discuss.

Email schedule@mtu.edu to change chemistry.

Likewise you might need to change from CH 1150/1151 to CH 1000

www.mtu.edu/chemistry/undergraduate/first-year/

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/maybe UN1015).
- ▣ Contact the Registrar's Office (schedule@mtu.edu) for possible changes (with good reason).

Do this ASAP if you need changes.

- Athletics
- ROTC
- Changing Math or Chemistry courses

Scheduling

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 (success@mtu.edu).

Scheduling

Other Courses:

- You may not drop HON 1150 (Pavlis Honors College requirement).
- You may not drop KIP 1900 (Athletics requirement).
- ▣ If you are declared for an associate's degree in Engineering, that means you have a TIP scholarship.

efadvise@mtu.edu

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

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)
- and more....

- ▣ **Online (BanWeb) Orientation registration for first-year students is open today at noon through Wednesday at 3:00pm**

Filled Sections

Dept.	Contact Person (see complete list)
CH	Susan Liebau – 206A ChemSci (Bldg 19) - 487.2297 - slliebau
MA	Teresa Woods - 205A Fisher (15) - 487.1031 - tmthomps
PH	Wil Slough - 221 Fisher (15) - 487.2273 - wjsslough
ENG	Darlene Saari – 112 Dillman (14) - 487.3057 - dfsaari
MSE	Dan Seguin– U101 M&M (12) - 487.3375 - djseguin

Transfer Credits

- ▣ Official transcripts should be sent to Michigan Tech Transfer Services 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.
- ▣ See FAQ #5 on the ME Advising page.

Important dates for Fall 2023

Friday, September 1 (Wk1) – Last day to add a full semester class.

Wednesday, September 6 (Wk2) – Last day to drop a full semester class with a refund if you drop below 12 credits– Financial Aid credit load established

Friday, September 15 (Wk3) – Last day to drop a full semester class **without a grade**

Tuesday, September 19 – Fall Semester Career Fair

Monday, October 16 (Wk8) – Mid-term Progress reports available (after 5 pm) and Track B begins

Sunday, October 22 (Wk9) – Spring/Summer Registration begins according to earned credits.

Friday, November 3 (Wk10) – Last day to drop a full semester class **with a “W” grade**

Note: After 5:00 pm on November 3, 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 20-24 – Thanksgiving Break

December 11-15 – Final Exams

First-Year Students

Adding or dropping a class

During Orientation and week 1
(through September 1st):

- ▣ Contact academic advisor and/or Registrar's Office (schedule@mtu.edu) for changes

After Week 1:

- ▣ Fill out first-year add/drop slip with advisor
- ▣ Instructor signature (approval) required to add
- ▣ Instructor signature (approval) also required to drop after week 3.
- ▣ Can replace slip with email approvals.
 - Forward instructor email to advisor for submission.

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' = lower than 'C' 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. Academic 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 2023 semester will be on probation for Fall 2023 (retroactive)
- ▣ All first-year students placed on academic probation should contact an ME academic advisor right away regarding registration for Spring 2024.

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 MA 2160 to take MEEM 2110 or MEEM 2201.
- ▣ There may be consequences with financial aid with repeated coursework, so contact that office to discuss your status and options.
- ▣ Three attempts at a given course. W's do not count.

Advising Philosophy - Proper Course Loads

- ▣ Part of best-practice time management is taking on proper course loads.
- ▣ An appropriate graduation date is the result of appropriate academic planning. Strictly planning to a date can be dangerous.
- ▣ Academic performance ought to be your highest priority. Your employment opportunities are best at 3.00 GPA or higher.
- ▣ Number of courses can be more an indicator of load than number of credits.
 - Typically, a semester load should be 4-5 courses (plus maybe labs/PE/help, etc) with one of those 4-5 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 2-3 hours of study/prep time for each hour in class
- ▣ Typical 15 credit schedule means
15 class hours + 30 study/prep hours minimum =
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 appointments/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.
 - Go to class, every class.

- ▣ 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, 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
- ▣ Dean of Students Office
 - Wahtera Center for Student Success
 - Student Disability Services
- ▣ Resident/Commuter assistants
- ▣ Upper-class students (with caution)
- ▣ Center for Student Mental Health and Well-being (Counseling)
- ▣ Career Services
- ▣ Academic Advisors (can refer you as needed)
- ▣ Further Orientation Sessions

Extra-Curricular Activities



Enterprise Teams



Career Services

- ▣ www.mtu.edu/career/events/career-fest/
- ▣ Fall 2023 Career Fair - Sept. 19th
- ▣ On-Campus Jobs Expo – August 29th
- ▣ Spring Career Fair (February 2024)
- ▣ Internships for Summer 2024 are very appropriate for first-year students. Summer interns may be hired from either semester's Career Fair.

BE PREPARED & GO TO THE FALL CAREER FAIR!

See you later in the fall...

- ▣ Fall first-year academic advising meeting
Planned for **October 16, 2023, 6:00pm – Fisher 135**
- ▣ Watch your email for meeting notices and plan to attend.
- ▣ Will cover spring semester scheduling and registration, longer-term academic planning, important university policies, curriculum and extra-curricular options and more in greater detail...

ME Academic Advisors

Ryan Towles

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meadvise@mtu.edu

ME Advising Center

Inside MEEM 203

906/487-2564

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!