



Mechanical Engineering

First Year Student
Advising Meeting
October 18th, 2023



ME Academic Advisors

Ryan Towles

Mark Provoast

Sarah Sohlden

meadvise@mtu.edu

Advising Office Hours

8:00 am – 5:00 pm (Mon-Fri)

204A/204B/206 ME-EM (inside ELC, 203)

906.487.2564

walk-in or by phone/email

- Know/send your M number
- Do not email advisors separately.
 - Use meadvise@mtu.edu
- Use your Michigan Tech email account.

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, 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 - www.mtu.edu/catalog/
- Dean of Students - www.mtu.edu/deanofstudents/
- Registrar - www.mtu.edu/registrar/
- Advising - www.mtu.edu/registrar/students/advising/
- Library - www.mtu.edu/library/ - take a library tour
- Wellness and Counseling - 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/ or
 - General/undecided engineering advisor: www.mtu.edu/ef/degree/advising/
- Review major requirements
- Run interactive audit each semester after registration - www.mymichigantech.mtu.edu
- Review Academic Policies and Academic Integrity - www.mtu.edu/deanofstudents/
- Review University Student Learning Goals and your major's learning goals
- www.mtu.edu/learning-goals
- Visit Career Services - www.mtu.edu/career/
- Go to Career Cruising 'Explore my Interests' - www.mtu.edu/career/students/advising/career-cruising/
- 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

What you should do?

- **Keep a Personal Academic File**
 - **Copies of documents/correspondence 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? At least 2-3 hour 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?

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 – **VERY** important for your classes.
 - MyMichiganTech/BanWeb – Checking schedule, changing classes, checking grades, current GPA, changing curricula, etc.

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 16th 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 and academic advisors if you receive two or more ‘UN’s**
 - **Academic coaching and assistance available through this center**
 - **We’ll also contact you with one ‘UN’ in math, PH 2100, or ENG 1101/1102.**

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!

Dropping a class

Last day to drop full fall semester classes with a 'W' is Friday, November 3rd by 5:00 p.m.- No Refunds

Track B classes (classes that begin on October 16th) have different drop deadlines, see an advisor.

All drops must be requested by emailing schedule@mtu.edu (with your M-number)

Drops cannot be done through BanWeb.

Orange first-year drop slip – must be signed by instructor and advisor (or email instead). Don't wait until the last minute.

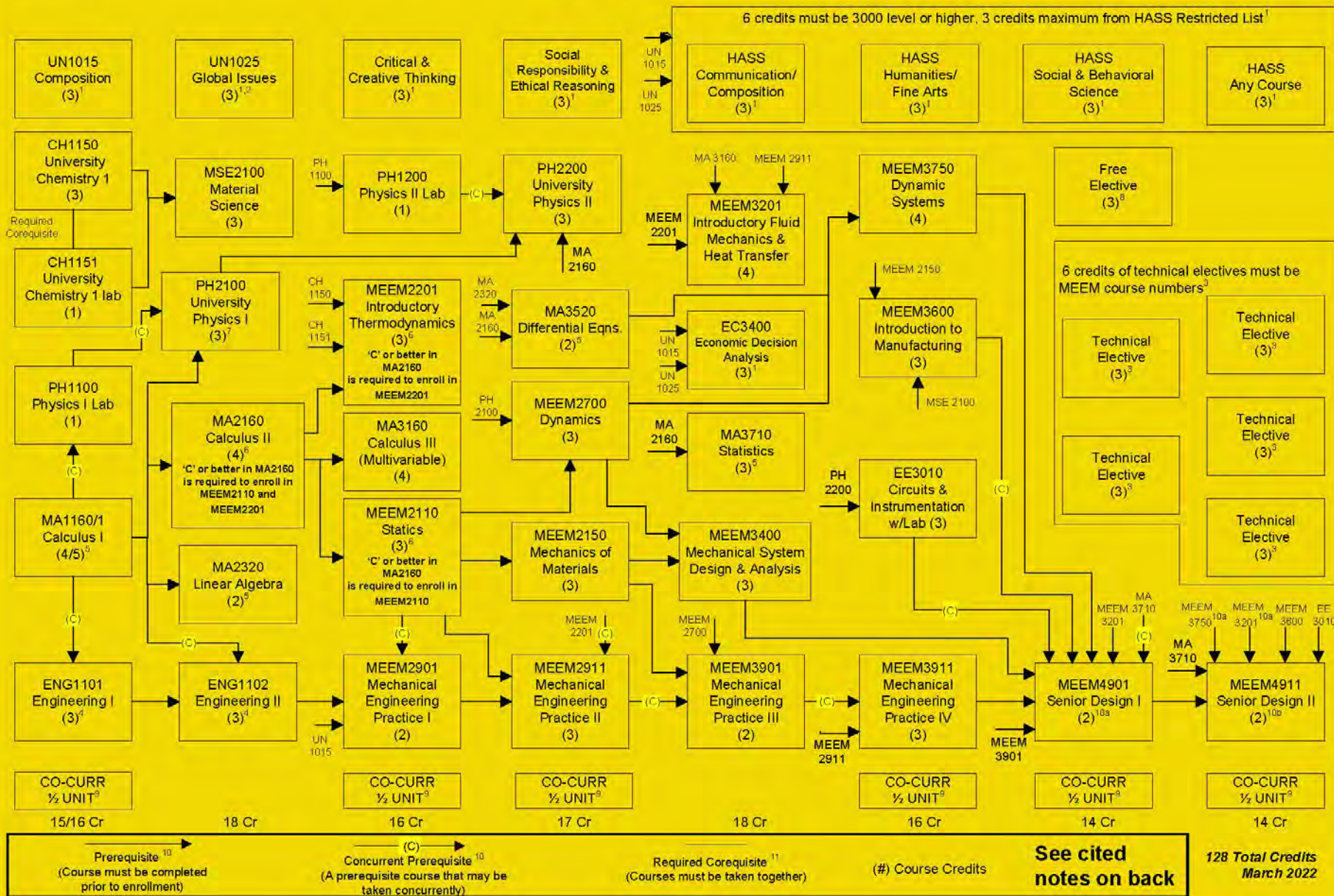
No late drops granted just to avoid poor grades.

Repeating Courses

- Repeating course(s) (recommended 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
 - Gold, blue, or purple (dated March 2022)
 - Don't assume column by column
- Priority schedule
- Contacts for filled sections
- Summer semester



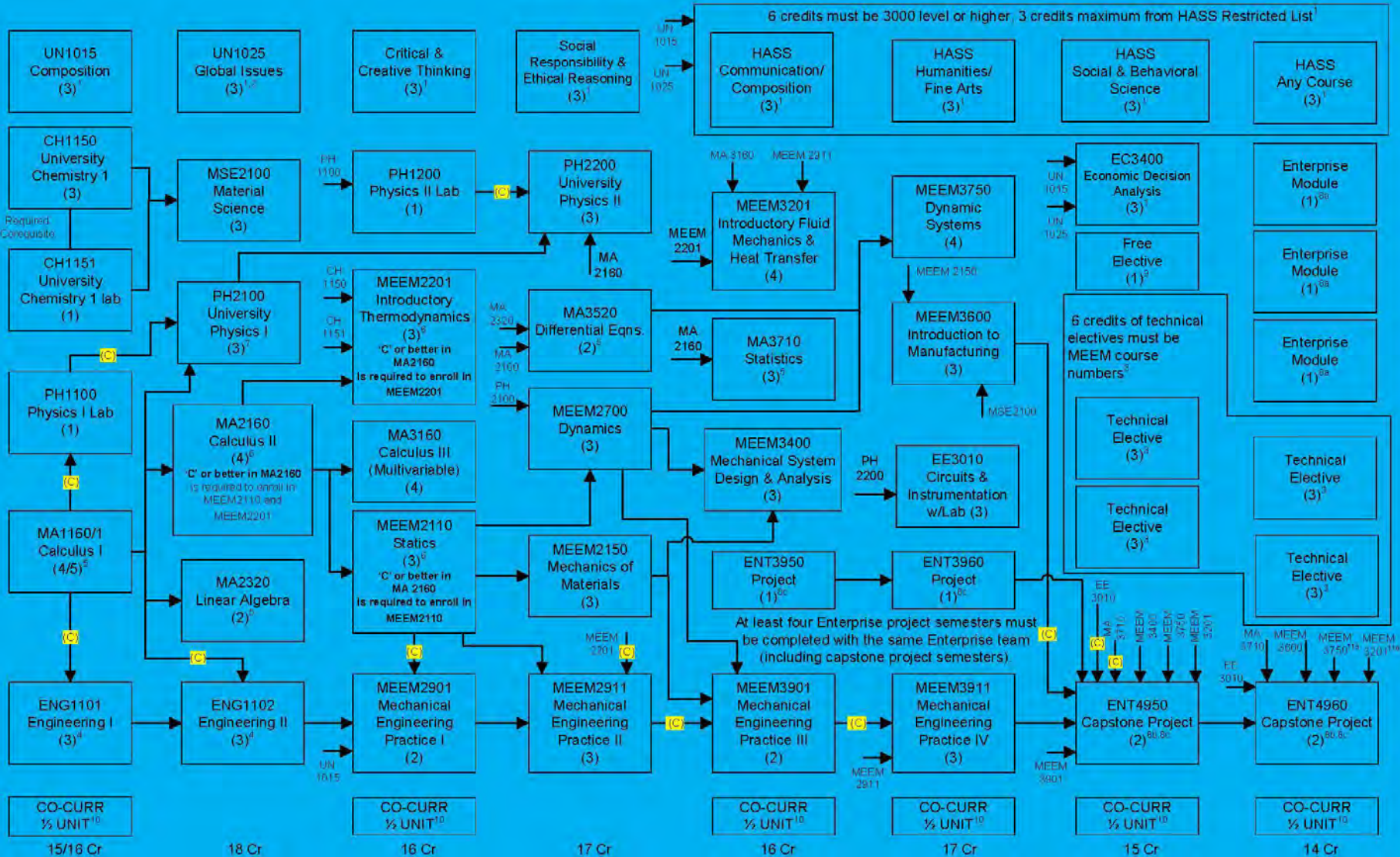


Michigan Tech

Bachelor of Science-Mechanical Engineering

Enterprise Concentration

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.



Prerequisite¹¹
(Course must be completed prior to enrollment)

Concurrent Prerequisite¹¹
(A prerequisite course that may be taken concurrently)

Required Corequisite¹¹
(Courses must be taken together)

(#) Course Credits

See cited notes on back

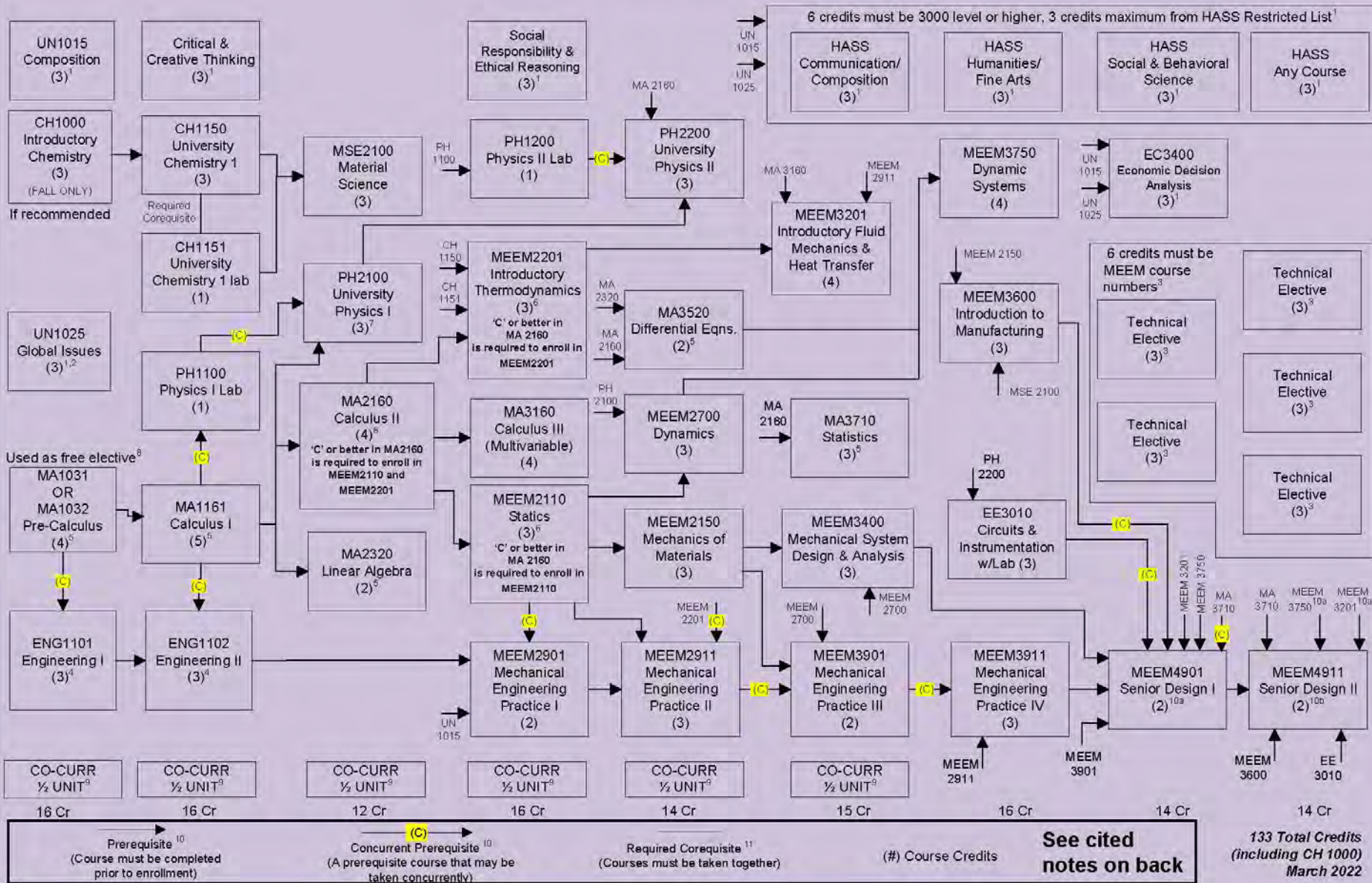
128 Total Credits
March 2022



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.



Course Load Guidelines

- For overall semester load, number of courses is as or more important than number of credits.
- 4-5 courses (plus labs/PE), try to make one course a gen ed each semester
- All required BSME courses offered every semester (fall and spring), no need to rigidly follow the columns on the flow chart
- Courses can be transferred from many other colleges/universities during summers.
- Courses can be taken here at Tech during summers (one or both tracks)
 - Summer 2024 flow chart

Now in MA 1032, ENG 1101, CH 1000

Spring options:

| | |
|--|--------------|
| ENG 1102 | 3 |
| PH 1100 | 1 |
| MA 1161 | 5 |
| UN 1025 or language, UN 1015, CCT/SRER, HASS | 3 |
| CH 1150/1 (if needed) and CH1153 | |
| OR MSE 2100 | 3 - 5 |
| Co-curricular/s | 0.5 - 1 |
| TOTAL: | 12-18 |

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
- MSE 2100 3
- UN 1025 or language, UN 1015, CCT/SRER, HASS 3
- Co-curricular/s 0.5 - 1

TOTAL: 12-17

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

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 1102, etc.

MA 2320

- You may not want to attempt to take MA 2320 with MA 2160 or MA 3160.
- MA 2320 can be transferred from almost all other colleges/universities during Summer 2024.
- Can be taken here at Tech during Summer 2024 online in Track A.
 - But, transfer may be better than online, accelerated course.

ENG 1102

- Different design project depending on section
- Topic/section number/days/times information have been or will be sent through e-mail and announced in ENG 1101 sections (advisors will have copies if you missed this)

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 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

329A Walker

487-0984

General Education (24 credits)

UN 1015 – Composition

UN 1025 – Global Issues (or 3000-level language)

Critical & Creative Thinking

Social Responsibility & Ethical Reasoning

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 – 3 cr

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 Logic 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

Semesters/years offered subject to change. Refer to the schedule of classes in BanWeb for current offerings, pre-requisites, restrictions, attributes, and course descriptions.

Social Responsibility & Ethical Reasoning – 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, and course descriptions.

HASS Distribution courses (12 credits)

- Communication/Composition list - 3 cr

HU2500 Ways of Reading

HU2810 Research & Writing in Comm.

HU2830 Public Speaking & Multimedia

HU2840 Interpersonal Comm. and Tech

HU3015 Advanced Composition

HU3120 Technical and Prof. Comm.

HU3130 Rhetoric of Science and Tech

HU3151 The Rhetoric of Everyday Texts

HU3517 Literary Theory and Criticism

HU3606 Editing

HU3621 Introduction to Journalism

HU3693 Science Writing

HU3694 Grant Writing

HU3832 Advanced Digital Presentation

HU3840 Organizational Communication

HU3845 Human Machine Comm.

HU3852 Surveillance, Media, and Film

HU3871 Media Theory

HU4625 Risk Communication

SS4040 Civic Communications

- 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 2024 Initial Registration

October 22nd – November 12th

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 (overall) 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) 2024 sections.
- See Registrar's Office website mtu.edu/registrar (Students/Registration/Registration Instructions)
 - Video tutorial - www.mtu.edu/registrar/students/registration/instructions.mp4
- 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 stays open online until summer semester begins
- Tracks A and B (5/6-6/21 & 6/24-8/9)
- Pace is fast – plan wisely
 - Example: 3 credit class meets 6 hours/week for only 7 weeks. Covers same material as full-semester version.
 - Suggest no more than 2 courses (~6 credits) per summer track. 1 STEM and 1 gen ed
- Most BSME courses offered in the summer
- **Fall 2024 starts Monday, August 26th**

Transfer credit **(ME Advising page FAQ #5)**

- Online Listings
 - Michigan Transfer Network or Transfer Equivalency System
 - Only use these tools (save screenshot)
- Earn 'C' or better (2.00) equivalent to transfer to Tech
- May repeat courses **(FAQ #6)**

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 (FAQ #2, ME Advising page)
 - Minors (ME and non-ME, FAQ #4)
 - Second degree or double major (FAQ #4)
 - Study abroad <https://www.mtu.edu/student-affairs/study-away-and-abroad-experiences/program/>
 - Volunteer and extra-curricular activities (I-Link)
 - Honors Program (Pavlis Honors College)

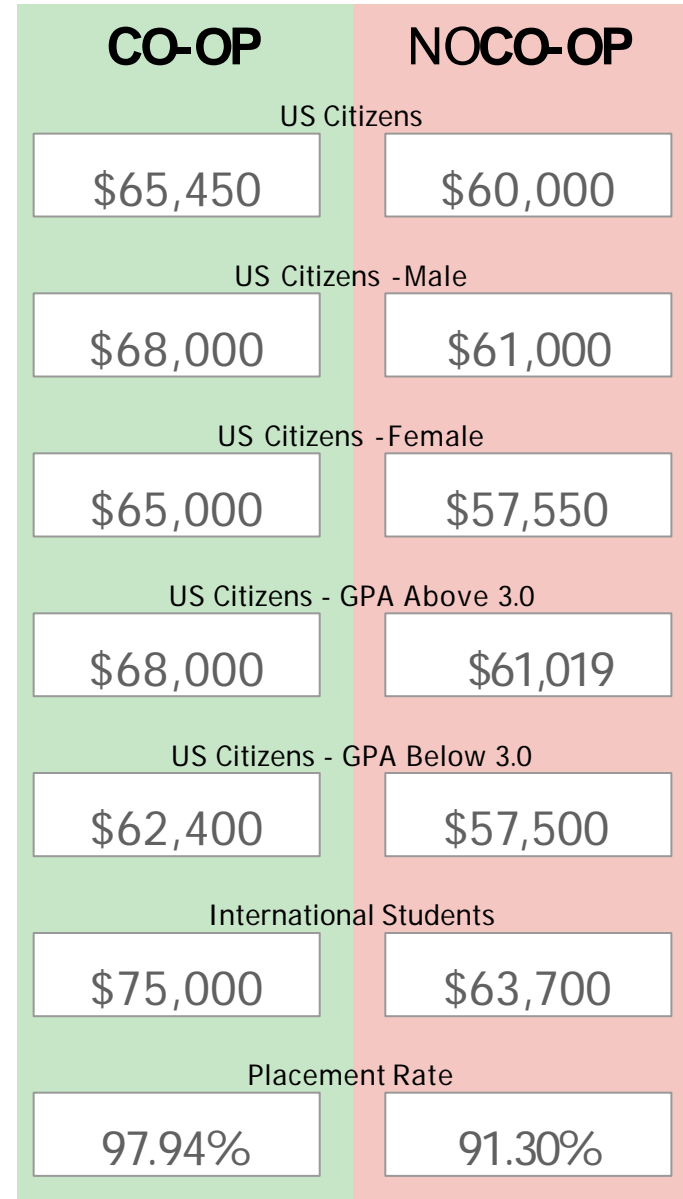
Why an Academic Plan?

- 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 choices, Co-Curricular activities (PE) and Technical Electives
 - Senior design or Enterprise path
 - Co-ops/internships



IMPACTS OF A CO-OP

| DEPARTMENT | Co-op/ Median Salary / Placement Rate | | | |
|---|---------------------------------------|---------------|---------------|---------------|
| | YES | | NO | |
| | MedianSalary | PlacementR.. | MedianSalary | PlacementR.. |
| Biological Sciences | - | - | 45,000 | 92.86% |
| Biomedical Engineering | 60,500 | 85.71% | 60,000 | 83.78% |
| Chemical Engineering | 72,000 | 96.43% | 63,000 | 89.13% |
| Chemistry | - | - | 35,360 | 81.82% |
| Civil & Environmental Engineering | 55,000 | 89.47% | 56,000 | 97.2% |
| Cognitive & Learning Sciences | - | - | 30,160 | 94.44% |
| College of Engineering | 69,000 | 100% | 65,000 | 100% |
| Computer Science | 90,000 | 100% | 63,000 | 89.36% |
| Electrical and Computer Engineering | 72,000 | 100% | 68,500 | 94.29% |
| Geological & Mining Eng & Sciences | 0 | 100% | 51,000 | 91.3% |
| Humanities | 0 | 100% | 45,800 | 90.91% |
| Interdisciplinary Certificates | 75,000 | 100% | 0 | 100% |
| Interdisciplinary Majors | - | - | 0 | 100% |
| Kinesiology/Integrative Physiology | - | - | 26,000 | 83.33% |
| Materials Science and Engineering | 65,000 | 100% | 65,000 | 96.77% |
| Mathematical Sciences | 86,000 | 100% | 60,000 | 100% |
| Mechanical Engrg-Engrg Mechanics | 69,000 | 97.85% | 65,000 | 93.68% |
| Physics | 0 | 100% | 38,000 | 90.91% |
| Sch Forest Resources & EnvironSci | 24,960 | 100% | 40,000 | 90% |
| School of Business and Economics | 72,500 | 100% | 46,500 | 90.38% |
| School of Technology | 72,000 | 100% | 57,900 | 85.29% |
| Social Sciences | - | - | 47,436 | 86.67% |
| Visual & Performing Arts | - | - | 37,500 | 100% |



Academic Planning Materials

- Your correct flowchart for BSME (gold, purple) or
BSME – Enterprise Concentration (blue)
- Elective lists
 - Critical & Creative Thinking
 - Social Responsibility & Ethical Reasoning
 - Co-Curricular
 - HASS
 - Technical Electives
- Schedule of classes – online (BanWeb)
- Course descriptions – online (BanWeb)
- Planning worksheets



ME Academic Advisors
Ryan, Mark, & Sarah

906-487-2564

ME Advising Center

204A/204B (203) MEEM

<https://www.mtu.edu/mechanical/undergraduate/advising/>