Computer Engineering (CpE)
Spring 2019 First Year Advising Presentation
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Electrical and Computer Engineering Department
Michigan Technological University
Houghton, MI 49931 USA

Presenter:
Trever J. Hassell, P.E.
Academic Advisor/Instructor
Michigan Technological University
thassell@mtu.edu

Outline

- Following your degree requirements
- Your online degree audit and how to use it?
- Using your Flowchart AND your online degree audit!
- The General Education Requirements
- What to do for upcoming Fall 2019 registration period?
  - Course Selection, Courses to keep in mind, Priority Registration
- How to use the Schedule of Classes/BANWEB
- Considering Summer Courses?
- What if? Questions?
  - Typical questions you may have
- How to Succeed
- Wrap-up
Following your degree requirements

**Catalog year**
- based on the year you began at Tech
- your catalog year is Fall 2019, coded as “201908”
- Degree requirements are defined by catalog year

**Your Flowchart**
- Follows requirements for your major and catalog year.
- Sample 4-year plan

**Academic Plan**
- Create your own plan as you progress and make academic and career decisions

**Online Degree Audit Report**
- Review your report each time you schedule or change classes
- Access in Banweb

**“pdf” audit form**
- Official degree requirements document
- Access on Degree Services Website under “Degree Audits”

Your online degree audit

**Online Degree Audit Reporting System. Use this to track your degree progress.**
- Located in BanWeb. Quick 5 min video and information slides.
- This is a live document and changes as you register in courses.
- This sometimes has errors in the “coding” in DARS and therefore you should also use the CpE pdf audit form.

**What is DARS used for**
- Tracking Degree Progress
- Viewing degree requirements

**What is DARS NOT used for**
- Pre-requisites checks
- Course selection

**When should you run your Audit?**
- Before you register for classes.
- After you register for classes.
- Ensure theses courses go into the appropriate category.

Meeting the Degree Requirements is YOUR RESPONSIBILITY!
Using your Flowchart and DARS

No Changes to your flowchart:

General Education Requirements

**MTU General Education information**

**Core Course Selection**

**MTU General Education information**

**HASS Course Selection**

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

- 6 credits must be upper level (3000-4000) courses
- UEN 111, UEN 112 are Modern Language and 3000 level or higher are prerequisites to all upper level modem language 1000 courses
- First priority for upper level language courses are appropriate placement tests or required lower level language course
- 3 credits are required from each of the following lists:
  - Communication and Composition
  - Humanities and Fine Arts
  - Social and Behavioral Sciences
- No more than 3 credits from the following list:
  - UEN 111, UEN 112, or any 1000 level Modern Language Course
  - Except for Transfer students (ETP) and Limited English Proficiency students (LEP) who must complete a Modern Language Course
  - Transfer courses are on either the HASS list, a Core list, or the Transfer Core list, or the Transfer Core list, but each course can satisfy only one requirement

**Flowchart Gen. Ed. Course Selection**

Co-curricular Courses: 3 units of Physical Education + others
What to do for Upcoming Registration Period

**Course Selection** Using your flowchart and pdf audit
- Consider the previous semesters and determine credit load; 12-17 credits
- Select the courses numbers for fall
- View Schedule of Classes or BanWeb for times the courses are offered
- Look and avoid conflicts
  - Conflicts MAY occur so plan your class WELL before your registration time.
  - If you are unsure, send your advisor an email.

**Courses to keep in mind**
- Consider taking ENG 1102 next semester
  - It will count as a Technical Elective (if taken in FY)
  - Leaves flexibility for just in case you change majors
- Need a Math/Science Elective??
  - consider taking CH 1150/51 University Chemistry I
  - Or MA 3160 Multi-Variable Calculus
  - Leaves flexibility for just in case you change major/minor

**Registration Priority Schedule**

**Registrar’s Office Webpage**
- Priority is based on credits EARNED at the time of registration!

## Schedule of Classes/BANWEB

**Registrar’s webpage** Schedule of Classes (SOC)
- View Schedule of Classes or BanWeb for times the courses are offered
- Look and avoid conflicts
  - Conflicts MAY occur so plan your class WELL before your registration time.
  - If you are unsure, send your advisor an email.
- Course Registration Number (CRN): A personal course identification number
  - No two courses will have the same CRN
  - Click CRN below to see more course information.
Considering Taking Summer Classes?

You may want to consider summer courses if you want to …
1. get ahead of the suggested flowchart
2. catch up to the suggested flowchart
3. reduce the number credits per semester

Taking classes at MTU Nothing needed, register for classes as normal

Taking classes elsewhere This is completely a self driven endeavor. Below are suggested steps. You should refer to the presentation entitled “How to Transfer Credits from Elsewhere” located in the Spring Advising Series on the ECE Advising webpage.
1. Select course suitable for transfer.
   - General Education, Math Science are the most common.
2. You will need to find courses at another institution.
   - Ensure they this institution offers them over the summer.
3. Let MTU Transfer Services know you are planning on taking courses over the summer. This is to ensure that you get pre-requisite waivers to register for fall.
4. After completing the course in the summer have your transcript sent to MTU Transfer Services. Failure to do so may result in some of your fall courses being dropped.
5. Note: (a) you need a ‘C’ or better, (b) you only get the credit, and (c) observe the Residency Requirements
6. Contact Information: Transfer Services transfer@mtu.edu

What if ……

You get a link error when registering?
• Some courses have require Lecture and lab sections.
• For Example: MA2160 Calculus II
  - You must register for the same lab and lecture (recitation)
  - MA2160 R01 and MA2160 L01
  - MA2160 R01 and MA2160 L02

• For Example: EE2174 Digital Logic and Lab
  - You must register for the lecture and a lab section.
  - EE2174-0A and (EE2174 L01 or EE2174 L02 or EE2174 L03 or ….)

• You get an error
  - First check schedule of classes → pre-reqs or required co-req
  - If the source of the error is still unknown, send your advisor a brief email w/ the exact error you are getting and the courses you are trying to register for (w/ CRN).
What if ......

You are struggling in a class this semester?
- You may want to consider dropping a course that you have a high probability of not successfully completing.
- You are only allowed a maximum of 3 attempts to pass a course.
  - Withdrawing from a course with a “W” does not count as an attempt
- Special permission is required for 3rd and final time attempt.
  - Dean of Student
  - Financial Aid
  - Academic advisor
- If you are behind or not doing well in a course, talk with your instructor, and/or your advisor.

Drop Dates: If you need to drop a course, you will need Orange Add/Drop Form
- **Full Semester Course**: Week 10
  - Friday March 29th @ 5pm is the final day to drop a course with “W”.
- **Track B Semester Course**: Friday April 12th @ 5pm is the final day to drop a course with “W”.

What if ......

You want to join enterprise: You may chose to get started with project work early...
- To Find/Join an enterprise:
  1. Meet with the faculty advisor of the enterprise you wish to join
  2. Obtain their signature on the **Special Approval** waiver form.
  3. Bring completed form with appropriate signatures to the Student Services Center in the Admin Building.
- The faculty advisor is the instructor who is listed in the Schedule of Classes.
- Search for subject “Enterprise”.
- Use the [ECE Enterprise Registration Guide](#)
- Register for ENT1960, if in Calc II (7 semesters till grad.)
- Register for ENT 2950, if in Diff. Eq (6 semesters till grad.)
- Register for ENT 2960, if in Circuits II (5 semesters till grad.)
- Only ENT3950, ENT3960, ENT4950, ENT4960 counts towards degree completion (4 semesters or less before graduation)
What if …

You want to join enterprise: You may choose to get started with project work early...

ECE Department Enterprises:
1. BMSE – Blue Marble Security Enterprise L02 (Dr. Glen Archer EERC 629)
2. WCE – Wireless Communication Enterprise L03 (Kit Cischke EERC 520)
3. HEV Hybrid Electric Vehicle L04 (MEEM and ECE) (Bob Page MEEM 604)
   - Includes ACE – Automotive Computing Enterprise (Dr. John Lukowski EERC 233)
4. Robotics Systems Enterprise L15 (Dr. Glen Archer EERC 629)

Other Departments:
1. Aerospace (Dr. Brad King MEEM 1014)
2. Advanced Metalworks (Dr. Paul Sanders M&M 603)
3. Formula SAE (Dr. James DeClerck MEEM 927)
4. Husky Games (Dr. Scott Kuhl Rekhi 210)
5. Humane Interface Design (Dr. Robert Pastel Rekhi 204)
6. International Business Ventures (Dr. Warrington M&M 722)
7. Supermileage Vehicle (Rick Berkey M&M 722)
   and many more….

What if …

You are considering taking MA2321 and MA3521?
- MA2321 Accelerated Linear Algebra
- MA3521 Accelerated Differential Equations.
- Accelerated Lin. Alg. and Diff. Eq. ½ semester
  - They are taken sequentially in same semester
  - You must pass MA2321 to continue in MA3521
  - This may be difficult resulting in lower grades
  - have at least 14 credits on your schedule
    (or risk Financial Aid)

Should I take the normal pace taking MA2320 and MA3520?
- MA2320 Linear Algebra
- MA3520 Differential Equations.
- Normal pace Lin. Alg. and Diff. Eq. one semester at a slower pace.
  - Takes two semester to complete instead of one
  - Increase chances of earning higher grades
  - If calculus II was difficult and If you are ‘ahead’ in math
  - Pre-requisite chain: Lin Alg → Diff Eq → Circuits II
What if ……..

**You are considering repeating a course?**
- You may repeat courses that you earned CD or lower.
- The most recent grade is used in your GPA calculation. Even if it is lower.
- Review the ECE Advising webpage on repeating a course.
- Maximum of 3 attempts to pass a course.
  - Withdrawing from a course does not count as an attempt.
  - Special permission from the Dean of Students, Financial Aid and your academic advisor is required to repeat a course a 3rd and final time.

**Would like to get help with your courses?**
- ECE Learning Centers:
  - Typical hours: Su 6pm-8pm; M-R 1-4pm and 6-8pm
  - Help with EE1110, EE2174, EE2111, EE2112, EE3131, math and programming skills
  - Awesome crew of upper-class students
- Most departments have a Learning Center
  - Math, Physics, Chemistry, etc……
  - [http://www.mtu.edu/success/academic/support/learning-centers/](http://www.mtu.edu/success/academic/support/learning-centers/)

What if ……..

**Thinking of adding a minor? Commonly taken minors:**

**Technical:**
- Electronic Materials
- Mathematics
- Nanoscale Science & Engineering
- Physics
- Remote Sensing

**Non-Technical:**
- Art
- Economics
- Enterprise
- Ethics and Philosophy
- French, German, or Spanish
- Music

**Want to add minor/major?**
- Complete a Curriculum Add/Drop Request via the Curriculum Change Portlet in MyMichiganTech
- Be sure to contact the advisor of the minor/major BEFORE requesting a change.

**Where can I find more information regarding minors?**
- [http://www.mtu.edu/registrar/students/major-degree/minors/](http://www.mtu.edu/registrar/students/major-degree/minors/)

*Computer Engineering majors are not allowed minors in Computer Science or Electrical Engineering*
What if ……

You have an advising question?
• If it is a straightforward question, send an email to advisor.
  • Plan for (at least) one full business day for reply
• If it is not straightforward, then schedule appointment [see below].
• Any communication with advisor include:
  • Your Full Name w/ Mnumber
  • A clear, but brief, description of your question/situation.

Need an appointment?
• You can schedule an appointment or walk-in, whichever your prefer.
• ALWAYS bring your advising folder (w/ your flowchart)
• To schedule an appointment:
  • Call 487-2550 or go to EERC 121 [Main Office].
• Spring 2017 Office Hours below [general]
  these hours will changed each semester
  • MTWRF : 8:30am-1:00pm
  • MWR: 2:00pm-4:00pm
• Do not send a note asking for their available times.
  You will get instructions to “Call 487-2550 or go to EERC 121 [Main Office]”

How to succeed

General Course Approaches
• Before Class: Read book/review and class notes
• During Class: Take good notes, ask questions, be engaged
• After Class: Review your class notes and examples
• When studying avoid distractions such as:
  • Phones, facebook, TV, Internet,….

Homework
• Review your lecture examples before starting HW
• Start as early as possible
• Form study groups (if appropriate)

Getting Help
• Instructor Office hours
• Learning Centers [if applicable]
• ECE Study groups
• Waino Waahtera Center for Student Success
  • Academic Support
  • Mentoring Support
Special Approval/Waiver Form

- Special Permissions:
  - Enterprise enrollment
  - Class Restriction
  - Pre-requisite waiver
  - Major Restriction

Bring completed form, with appropriate signatures, to the Student Services Center in the Admin Building.

Presentation Wrap-Up

- Know how to navigate your online degree audit (DARS)
  - You are responsible for meeting YOUR Degree Requirements

- Include in your e-mails:
  - First and Last Name
  - Student ID Number “M-number”

- ASK your advisor, not your friends:
  - Trever J. Hassell, P.E.
  - EERC 131
  - Office: (906) 487-2240
  - Email: tijhassel@mtu.edu

- To schedule an appointment,
  - Call 487-2550 or go to EERC 121 (Main Office)

“Bad planning on your part does not constitute an emergency on my part” Anonymous (Proverb)