



**Michigan
Technological
University**

**Department of Manufacturing
and Mechanical Engineering
Technology**

**Academic Advising Meeting
August 22, 2022**

Tricia Stein

pmstein@mtu.edu

**Academic Advisor/MMET
Manufacturing and Mechanical Engineering
Technology**

Education - Michigan Tech

- BS Mechanical Engineering

Experience

- ME/MET Academic Advisor
- Engineer – MTU - Material Science & Engineering Dept.
- Superior Recruiting LLC – Contract HR Services
- Senior Program Manager – TRW VSSI – Airbag Division
- Mechanical Engineer II – Motor Wheel Corporation

Agenda

- ▣ **Advising Schedule**
- ▣ **Curricula**
 - **General Education**
 - **Co-curricular Activities**
 - **Interactive Degree Audit**
- ▣ **Scheduling**
- ▣ **University Academic Policies**
- ▣ **Study Tips, Campus Resources**
- ▣ **Opportunities (Career Fair, Involvement)**

MMET Academic Advising

- ▣ BS Mechanical Engineering Technology
- ▣ Minor in Manufacturing Systems

319A EERC

906-487-3455

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

Advising office hours

Walkins Welcomed

<https://michigantech.zoom.us/j/99936451161>

**Monday – Thursday
1:00 PM – 3:00 PM**

**Not Available:
Thursday 1:00-2:00 PM**

Email: pmstein@mtu.edu

Academic Advisor's Role

- ▣ Advising Syllabus – use as a guide/checklist for advising
- ▣ Assist students with:
 - Developing an educational plan
 - Course scheduling
 - Interpreting University policies and procedures
 - Seeking out services as needed
 - Co-op and study abroad opportunities
 - Clarification of career and life goals

Think of me as a “phone-a-friend” I am your primary contact for questions

Plan to meet with me before registration each semester and other times as needed.

Tech online directory

Michigan Tech has an online directory for looking up contact information for faculty and staff.

<https://www.mtu.edu/directory/>

MMET Advising Web Page

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

FAQs, links, forms, flowcharts, etc.

A good first stop for advising information.

Contact me with questions

pmstein@mtu.edu

Always include your M#

My Michigan Tech

- ▣ Personal Portal
- ▣ Links to BanWeb and many useful sites
- ▣ Interactive Degree Audit (uAchieve)
- ▣ Guest Access
 - Grant through BanWeb – scroll to far right
 - ***Required if you want me to be able to talk to your parents regarding your academic record***

Optional ALEKS Math Placement

- ▣ Student not placed in Math or wanting to challenge their Math placement
- ▣ <https://www.mtu.edu/math/undergraduate/placement/taking-aleks/>
- ▣ ALEKS placement test open until Sept 2nd.
- Questions: Ms. Ann Humes,
amhumes@mtu.edu

Chemistry Placement

MA1030 students take: CH1000

MA1032 & MA1120 & MA1031 students

- ▣ Below a B in HS Algebra **or** Chemistry
 - CH1000
- ▣ B or better in HS Algebra **&** Chemistry
 - CH1150 & CH1151
 - CH1153 (Recitation required for Chem Eng, optional for all others)

MA1160 or higher take:

- CH1150 & CH1151
- CH1153 (Recitation required for Chem Eng, optional for all others)
- Never took HS Chemistry take: CH1000

To switch: Student Service Center, schedule@mtu.edu

Questions: [Jeremy Brown](mailto:jelbrown@mtu.edu), jelbrown@mtu.edu

Chemistry Placement Test

For students wanting to:

- Challenge their CH1000 placement
- Check if they are ready for CH1150

To Register: www.registerblast.com/mtu

Questions: Mr. Jeremy Brown, jelbrown@mtu.edu

ENG1002 - Spatial Visualization for Students that Missed the Test - Sunday, August 21

Tuesday, Aug 23, 3:15 p.m., Fisher 135

Wednesday, August 24, noon, Fisher 135

Transfer student and missed test on Sunday

Monday, August 29, 6:00 p.m., DOW 641

Spatial Visualization Test Results

- ▣ If student does not perform well on exam
 - Students will receive an e-mail @mtu.edu
 - ENG1002 will be added to students schedule
 - To change sections email efadvise@mtu.edu
- ▣ Students should be checking email and schedule for changes
- ▣ **Questions: efadvise@mtu.edu**

Additional Classes Success Student can NOT drop course

- | UN1000 – Frameworks for Success
 - | Self selected to join ExSEL, requires Learning Center appointment
 - | Student Success Center, 487-3558
- | UN1010 – Creating your Success Learning Communities
 - | Self selected to join a Learning Community
 - | Student Success Center, 487-3558
- | HON1150 – Creating your Path Pavlis Honors College
 - | Self selected to apply for Pavlis Honors College
 - | Pavlis Honors College, 487-4371
- | KIP1900 – Student Athlete101
 - | Part of University Athletics
 - | Questions: see coach or athletic director

Typical Fall Schedule

MA1030 - College Algebra I

<u>Course</u>	<u>Credits</u>
MA1030	3
CH1000	3
UN1015 (Composition) or UN1025 (Global Issues)	3

Add

Gen Ed Core or HASS	3
PEs	1
	12-13

Typical Fall Schedule

MA1031, MA1032, or MA1120

College Alg 2, PreCalc, Calc with PreCalc

<u>Course</u>	<u>Credits</u>
MA1031, MA1032	3-4
ENG1101*	3
CH1000	3-4
or CH1150 & CH1151	
UN1015 (Composition) or UN1025 (Global Issues)	3

May Add

CH1153 optional (recitation)	1 (<i>Required: ChemEng</i>)
PEs	1
Gen Ed Core or HASS	3

12-18

*** Cohort Scheduled**

Typical Fall Schedule

MA1160/1, MA2160, MA3160...

<u>Course</u>	<u>Credits</u>
MA1160/1* (or higher)	4-5 (MA2160, MA3160, etc.)
ENG1101*	3
CH1150 & CH1151* (or CH1000)	3-4
UN1015 (Composition) or UN1025 (Global Issues)	3
PH1100 (maybe)	1
<i>May Add</i>	
CH1153 optional (recitation)	1 (Required: ChemEng)
PEs	1
Gen Ed Core or HASS	3
	12-18

* Cohort Scheduled

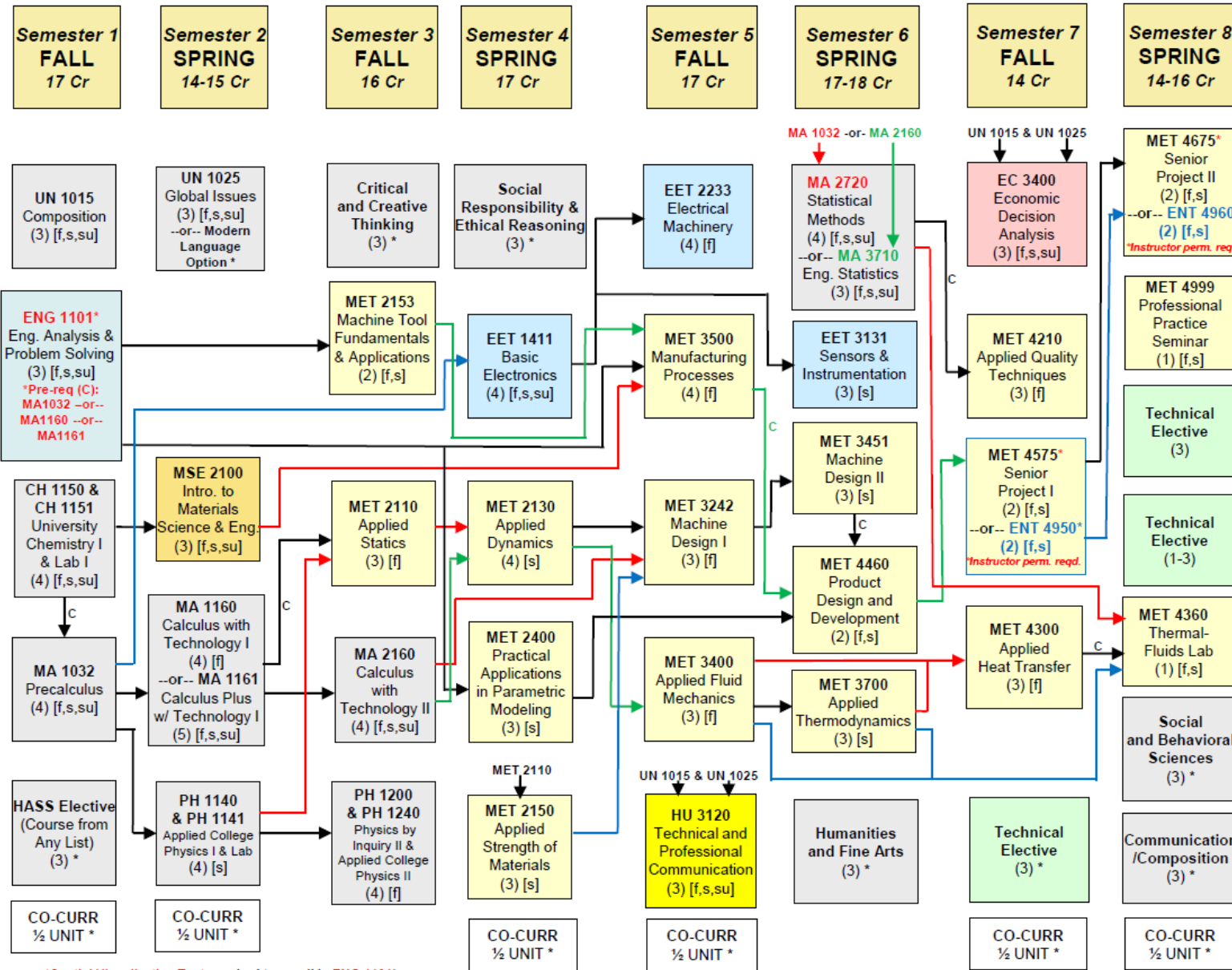
Cohort Scheduling

- ▣ Cohorted Classes (chemistry, math, engineering)
 - Do NOT change on web
- ▣ **Valid reasons** for changing Cohort classes
 - **Make changes ASAP**
 - **Math** level changes, with verification
 - May change to a lower level math, without verification
 - **Chemistry, Modern Language, or ROTC** conflicts
 - Athlete that needs to be done by 3 p.m.
- ▣ To Change Cohort classes:
 - Email schedule@mtu.edu (preferred)
 - Student Service Center, 130 Admin Building, 8 am–5 pm

Bachelor of Science - Mechanical Engineering Technology

Academic Year 2022-23 – Recommended Course Sequence

128
Total Credits



- Technical Electives**
(Prerequisite/s)
(Choose 7-9 credits)
- Computer-Aided Eng. Focus:**
MET 4355 - 3 [s]
Industrial Systems Simulation
- MET 4550 - 3 (MET 2153 & MET 2400) [s]
Computer Aided Manufacturing
- MET 4660 - 3
(MET 2400 & MET 3242 (C)) [f]
CAE and FEA Methods
- Fluids & Power Systems Focus:**
MET 4350 - 3 (MET 4300) [s]
Principles and Application of Heating, Ventilating, and Air Conditioning Systems
- MET 4377 - 3 (MET 3400) [s]
Applied Fluid Power
- MET 4390 - 3 (MET 4300 or MET 3700 & MET 4360 (C)) [f]
Internal Combustion Engines
- Manufacturing Focus:**
MET 4510 - 3 [s]
Lean Manufacturing and Production Planning
- MET 4585 - 3 [f]
Facilities Layout & Safety Design
- MET 4780 - 3 (MET 3500) [s]
Advanced Manufacturing
- Other Technical Electives:**
EET 3373 - 3 (EET 1411) [f,su]
Introduction to Prog. Controllers
- ENT XXXX - variable 1-2
Enterprise Project Work
(except 3959, 3967, 4950, 4960)
- MET 4996 - 1-3 **
Special Topics in Mechanical Engineering Technology
- MET4997 - 1-3 **
Independent Study in Mechanical Engineering Technology
- MET4998 - 1-6 **
Undergraduate Research in Mechanical Engineering Technology
- UN 3002 - 1-2, may be repeated [f,s,u]
Undergraduate Cooperative Education I
- ** On Demand

*Spatial Visualization Test required to enroll in ENG 1101

→ Prerequisite (Course must be completed prior to enrollment)
→ C Concurrent Prerequisite (A prerequisite course that may be taken concurrently)
() Course Credits
[] Semester Offered
*** See Notes on Back**

March 2022

1. **General Education Requirements**: 24 total credits. Required courses: UN 1015-Composition (3 credits); UN 1025-Global Issues (3 credits); Critical and Creative Thinking (3 credits); Social Responsibility & Ethical Reasoning (3 credits); and 12 HASS credits. Approved lists are available in EERC 426 and linked on the Department of Manufacturing and Mechanical Engineering Technology's "Advising" web page. <https://www.mtu.edu/registrar/pdfs/core-and-hass-list-22-23.pdf>
2. **UN 1025 Global Issues Language Option**: 3 credits of 3000-level or higher modern language may be substituted directly for UN 1025. **Any students with previous language experience in Spanish, French, German, or Mandarin must take the Modern Language Online Placement Test.**
3. **HASS (Humanities, Arts, & Social Sciences)**: 12 total credits that include a minimum of 3 credits each in: Communication/Composition, Humanities/Fine Arts, and Social & Behavioral Sciences. Approved lists are available in EERC 426 and are linked on the Department of Manufacturing and Mechanical Engineering Technology's "Advising" web page. <https://www.mtu.edu/registrar/pdfs/core-and-hass-list-22-23.pdf> **Six (6) credits must be 3000 level or higher (does not include HU 3120). HU 3120 is not a HASS course for MET students, but still is a degree requirement.** No more than 3 credits may be used from the HASS Restricted List. All 3000-level or higher HASS courses require UN 1015 and UN 1025 as prerequisites.
4. **Math**: Math placement is based on ACT/SAT math score. Students have the option to take the ALEKS placement test in place of the ACT/SAT placement. For more information, see: <https://www.mtu.edu/math/undergraduate/placement/> **Note:** MA 1120 (4 credits) fulfills the requirement for MA 1032; MA 1121 (4 credits) fulfills the requirement for MA 1160/1161.
5. **Engineering Fundamentals**: The Spatial Visualization test is required to enroll in ENG 1101. ENG 1003 is required concurrently with ENG 1101 if the Spatial Visualization test is not passed. **MA 1032 or MA 1160 or MA1161** is a concurrent pre-requisite for ENG 1101.
6. **Free Electives**: Any Michigan Tech course(s) or approved transfer course(s) that are 1000-level or above, and are not duplicated or equivalent courses.
7. **Co-curricular Activities**: Mainly physical education courses with some additions. Three units (or six half units) are required for graduation. These units will be included as earned hours and may be used to determine full-time enrollment status. These are in addition to the total credits required for the degree. A co-curricular list is available in EERC 426 and is linked on the Department of Manufacturing and Mechanical Engineering Technology's "Advising" web page. These units are graded pass/fail and are not included in credit hours used for calculation of any grade point averages (cumulative or departmental). <https://www.mtu.edu/registrar/pdfs/co-curricular-courses-22-23.pdf>
8. **Pre-requisite** courses are noted by a plain arrow. The pre-requisite course must be successfully completed **prior** to taking the subsequent course.
9. **Concurrent Pre-requisites** are noted by a 'C' by the arrow and may be taken at the same time, although it is not necessary to take these courses together if the pre-requisite course is completed first.
10. **Co-requisite** courses are courses that **must** be taken together in the same semester.
11. **Colored arrows** are used to clarify the sequence of courses.
12. **Transfer, Advanced Placement, or Study Abroad Courses** are not included in credit hours used for GPA calculations. Transfer credit is awarded for Michigan Tech equivalent course work only if a grade of 'C' or better (2.00/4.00) or equivalent is earned at a transfer institution. Study abroad credit will be awarded by International Programs and Services based on passing a course according to equivalent international standards. Advanced Placement credit is awarded according to published AP Exam score standards.

This flow chart is not an official list of degree requirements. Adjustments may be required due to curriculum changes.

Advising web page: <https://www.mtu.edu/mmet/undergraduate/advising/>

Minors

Manufacturing Systems (MMET)

Complete list:

<https://www.mtu.edu/registrar/students/major-degree/minors/audit/>

I heard that...

- ▣ If you hear things on curricular issues and academic policies from a friend, there is a good chance that you have incorrect information.
- ▣ Verify with me or the department responsible for the policy.

General Education (24 Credits)

- UN1015 – Composition 3 credits
- UN1025 – Global Issues (or 3000-level language)
- Critical & Creative Thinking 3 credits
- Social Responsibility & Ethical Reasoning (3cr)

- 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, but not counted in total credits required for degree.

Critical and Creative Thinking: 3 credits

- **Select one course**

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

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

(Transfer Agreement credit only)

Social Responsibility & Ethical Reasoning: 3 credits

- **Select one course**

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

(Transfer Agreement credit only)

NEED HELP FINDING A GENERAL EDUCATION COURSE?

Maria Berstrom, the [Humanities Advisor](#)
can help.

Modern Languages

- ▣ Take placement exam if you have any experience in a language – you may earn placement credit
- ▣ (Mon Aug 22nd (2:30 – 4:30 pm) Walker 120 A
- ▣ 3000-level language can replace UN1025
- ▣ Language courses count as HASS (no double counting if used for UN1025)

UN1015 and UN1025

- ▣ First year students are given first priority for scheduling these courses. One most likely added for fall.
- ▣ Make every effort to take these in your first year, or transfer them in from another school the first summer.
- ▣ UN1015 and UN1025 are prerequisites for 3000-level HASS.

Co-curricular Activities (3 Units)

Examples...

AF0120 Physical Conditioning	0.5
AF0340 Field Training	1
AR2068 Fall Military Physical Conditioning	1
FA2400 Huskies Pep Band	1
FA2402 Campus Concert Band	1
PE0101 Flag Football	0.5
PE0104 Ultimate Frisbee	0.5
PE0115 Beginning Swimming	0.5
PE2080 Varsity Track & Field	1.0

Try uAchieve

Interactive degree audit

<https://www.mtu.edu/registrar/students/major-degree/interactive-audit/>

Registration Webpage

- ▣ Includes tutorial on how to register for classes

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

- ▣ Registrar's page also contains links to things like:
 - Evening exam schedule
 - Final exam schedule
 - Academic calendar
 - GPA estimator
 - Course descriptions
 - Schedule of classes
 - Much, much more....

Filled Sections

<u>Dept.</u>	<u>Contact Person (see complete list)</u>
MA	Teresa Woods- 205A Fisher – 487-1031 tmthomsp
PH	Wil Slough - 221 Fisher – 487-2273 wjsslough
MET	Tricia Stein – 319A EERC – 487-3455 pmstein

University Calendars

See for important dates and deadlines

<https://www.mtu.edu/registrar/students/calendars/academic/>



Important Dates for Fall 2022



Friday, September 2 – Last day to add Fall Semester courses without instructor approval

Wednesday, September 7 – Last day to add/drop full semester courses with a refund
(Note: If you drop below 12 credits: Financial Aid credit load established)

Friday, September 16 – Last day to drop full semester courses without a grade appearing on academic record

Monday, October 18 – Mid-term Progress Reports available after 5:00 p.m.

Sunday, October 23 – Spring/Summer Registration begins at 12:00 p.m. (according to earned credits)

Friday, November 4 – Last day to drop full semester courses with a grade of “W”

Note: After 5:00 p.m. on November 4, you cannot drop a 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.**

December 12-16 – Final Exam Period

First Year

Adding or Dropping a Class

During Week 1:

- ▣ Email advisor for changes (include M# & Class)

After Week 1:

- ▣ Contact advisor (include M# & Class)
- ▣ Instructor signature required to add
- ▣ Instructor signature also required to drop after Week 3

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.

- ▣ **Monday, October 18** – Mid-term Progress Reports available after 5:00 p.m.

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 departmental courses
- ▣ Changed to 'good standing' when **ALL** of the above following GPAs are 2.00 or higher
- ▣ A student who performs poorly in the Fall 2022 semester will be on probation for Fall 2022 (retroactive)
- ▣ All first-year students placed on academic probation will be required to meet with their academic advisor regarding registration for spring

If things don't go well...

- ▣ Repeat any grades as soon as possible (especially MA, PH, CH). Do not move ahead to the next course in a sequence with 'CD' or 'D' grades.
- ▣ There may be consequences with financial aid with repeated coursework, so contact that office to discuss your status and options.

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, etc).
- ▣ Make a study schedule.

MANAGE YOUR TIME WISELY!



Enterprise Teams



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 & by appointment)
- ▣ Learning Centers
 - For all subjects you are studying
 - Weekly appts recommended where available or walk-in
- ▣ Upper Class Students (with caution)
- ▣ Resident Assistants
- ▣ Wahtera Center for Student Success
- ▣ Counseling Services
- ▣ Career Services
- ▣ Academic Advisor (can refer you as needed)

Your education is the sum of your college experiences, not just the name of your major.

Ultimately, your success is up to you!