

A T T E N T I O N

M.E. UNDERGRADUATE STUDENTS!!!

DEPARTMENTAL ADVISING FOR SPRING 2010 CLASSES:
NOVEMBER 2ND – NOVEMBER 13, 2009
PLEASE SIGN UP STARTING MONDAY, OCTOBER 19, 2009
(FALL HOLIDAY – OCTOBER 10-13, 2009)
UNIVERSITY SPRING 2010 PRE-REGISTRATION-
NOVEMBER 16TH – NOVEMBER 20, 2009

1. Visit your advisor's office and sign-up for a time slot for advising. You will be assigned to the same advisor unless a change has been made. CHANGES HAVE BEEN MADE so please check the list before making an appointment. The advising list will be posted on our departmental web site and also on the undergraduate bulletin board. If your name is not listed please stop by to see Ms. June Blount. Also, any students not assigned to Dr. Chaturvedi and they sign his sheet, your name will be removed and Ms. Blount will send you email asking you to find your assigned faculty advisor and sign up with them.
2. Please be prepared at your advising session: review the courses you are planning to take for the Spring semester. Course listings are available on Leo Online. Please have in hand the following information: A registration form with your Name, UIN, and list of courses you are planning to take or have them written down for approval. During the advising session, your advisor will review your registration to make sure you are on track and if you need to make changes. Once reviewed and approved your faculty advisor will list these courses on your curriculum sheet and remove the block. If you have courses that will require an override please take care of that during your advising session.
3. We would like to emphasize the following: Please make sure that you come for scheduled appointments. Failure to show up will delay advising and registration for courses. Please inform your advisor promptly (voice mail, email, etc.) if you are unable to make the appointment due to an emergency.
4. It is your responsibility to make sure you sign and show up for your appointment with your assigned faculty advisor during the designated time frame for departmental pre-registration. Starting this advising cycle if you miss the departmental pre-registration it will be up to you to contact your assigned faculty advisor to be advised. If you are not assigned to Dr. Chaturvedi you will be asked to contact your assigned advisor. There will be no exceptions.
5. You are encouraged to ask your advisor questions that you may have about graduation, transfer of credits, prerequisites, etc.
6. FRESHMAN: When you successfully complete 30 credit hours of freshman engineering course work with an overall GPA of 2.20 you will be admitted to the ME program.

Required Courses: ENGN 110/111, MATH 211 (C or better), MATH 212 (C or better), CHEM 115N, CHEM 117, ENGL 110C, PHYS 231N (C or better), and CS 150

“C” RULE AND PREREQUISITES – VERY IMPORTANT

1. During Fall 2007, the “C” rule was reinstated for MATH 211, and ME 204. During Fall 2008 the following courses were added to the “C” rule and they were: MATH 212, PHYS 231N, ME 205, ME 220, ME 303, and ME 311.
2. Starting Fall 2008, prerequisites for all ME courses as well as the C rule are now in the Banner system.
3. It is very important that you know the prerequisites of our ME courses. There is a listing on the undergraduate bulletin board and in the university catalog. If for some reason Banner does not catch it and you register for a course without meeting prerequisite requirements, you will be dropped from the course administratively by the department. This could result in lost tuition dollars, and may delay your graduation.
4. IMPORTANT – It is very important that all prerequisites are fulfilled. So if you have completed any prerequisite courses at another college or university and they are not listed on your transcript here you will need to bring a copy of that transcript showing you are now in that course or the course has been completed with a passing grade. If we do not have that information in hand you will not be able to register for that course, there will be no exceptions. In addition, there is a departmental form that will need to be completed; you can get the form from your faculty advisor.
5. OVERRIDES/IMPORTANT – It is important you understand that if we override you into a class we still have the option of dropping you from that class if you do not pass the pre-requisite class or if we find that you have not fulfilled a pre-requisite(s).

CONTINUANCE GUIDELINES - IMPORTANT

**THE DEPARTMENT PLANS TO IMPLEMENT THESE POLICIES
STARTING SUMMER 2010**

Dr. Sushil K. Chaturvedi, Chief Departmental Advisor

June Blount, Undergraduate Support Technician