



MEMORANDUM

TO: ME Undergraduate Students

FROM: Sushil K. Chaturvedi
Chief Departmental Advisor

June Blount
Undergraduate Program Support Technician

RE: Department Procedures

Welcome Back! This is a reminder to our current students and to students just starting our program. In order to keep everyone informed about departmental events, deadlines, new courses, class cancellations, graduation, preregistration, and other events that will affect you, we will be using the following:

1. Undergraduate Bulletin Board (Located in the Hallway)
2. ME Web Site Under the Heading “Announcements”
3. University Email System

It is important that every ME student activate his/her university email account. This way you will not miss important departmental information as well as information that is sent from the Registrar’s office or other administrative offices. **Please note that it has been stated that students are required by University policy to activate their email accounts so as to receive important administrative correspondence.** We are asking that you please comply with this policy. Thank you.

