

Mechanical Engineering Student Advising Presentation

Updated Spring 2021 by
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Why Are We Here?

- Policies change. Students make mistakes. Advisors make mistakes.
- The more informed you are about graduation requirements, the less likely you are to experience a graduation delay due to a mistake or policy change.
- Ultimately, making sure you graduate is **your** responsibility!

Presentation Overview

- The Big Picture.
- Using the Degree Analysis Plan (DAP).
- Following the Degree Plan.
- Frequently asked questions.
- Making the most of your time at college.

Big Picture

- What degree plan year are you following?
 - Are you ME or PPEN or APEN?
 - *If APEN or PPEN, need 2.5 GPA to move up, improve grades or change major within year.*
 - Talk to your advisor!
 - Specify with a Change of Curriculum Form
- **A new catalog was published in Fall 2020!**
 - You can stay on your current degree plan
 - You can change to the new one
 - Which is best for you?

Big Picture

- *You are here to learn & get a good job. Is your current path going to help you get it? Most companies require 3.0 GPA now.*
- 2020 catalog – Major Changes
 - Must have a C or better grade in any Math, Science, or Engineering course before going on to next one. Including pre-requisites.
 - Take GEEN 1201, IEEN 3325-Engr Economic Analysis I.
 - MEEN 3352 now pre-req to MEEN 4351. MEEN 4351 co-req to MEEN 4263.
 - MEEN 4382 Polymer Science new & Engineering Elective
- 2019 catalog – Important Changes:
 - Need a C or better in CEEN 2301 for MEEN 2302 & CEEN 3311
 - Must be a Senior ME to take 4XXX courses,
 - no 3XXX or 4XXX courses for PPEN or APEN
 - GPAs for graduation: 2.0 overall, 2.25 math/science, 2.25 engineering.
 - Writing Intensive Course (need C or higher in *MEEN 4263*).
- Dept Forms: <https://tamuk.edu/engineering/departments/mien/forms.html>

Big Picture

- Drop policy:
 - Automatic Q if drop by March 25, 5 pm.
 - Cannot drop or withdraw after this date.
 - Advisor's signature required.
- Mid-term grade policy:
 - All undergraduates receive midterm grades.
 - Must be submitted by ~ March 15.
- Priority Registration starts ~ April 5:
 - Get advised before then, register ASAP!
 - Discuss mid-semester grades with advisor
 - If you fail a course, get re-advised ASAP, **can't take a course without pre-reqs or co-reqs.**

Big Picture

Excluded hours policy:

- The first time you repeat the course, the new grade will replace the old one (good or bad).
- If you take the course a third time, then your GPA from the second and third attempt is **averaged**.
- **The last grade is the one we use!**

Example 1:

MATH 2413 – Attempt #1 – F

MATH 2413 – Attempt #2 – A

GPA for MATH 2413 = 4.0.

Example 2:

MATH 2413 – Attempt #1 – F

MATH 2413 – Attempt #2 – F

MATH 2413 – Attempt #3 – A

GPA for MATH 2413 = $(4*0 + 4*4) / 8 = 2.0$

Big Picture

- Be sure you are paying attention to prerequisites! *You will be required to retake courses if not careful!*
 - Prerequisite = Courses you must take **before** new course.
 - Co-requisite = Courses you must take & pass **concurrently** or already have credit in for new course.
- Senior Design (MEEN 4263/64) is a year-long “Capstone” project. *Must take MEEN 3360, ENGL 2374 first. Take MEEN 4351 co-req. They should be taken your last 2 semesters.* Teams typically formed in fall semester and complete in spring semester.
- *Do not try to take early, you must be a Senior in ME, no PPEN or APEN students allowed. Choose your team carefully!*

Getting Advised - JESSC



- New students are advised in the Javelina Engineering Student Success Center (JESSC).
 - Freshmen up to 30 hours.
 - Transfer students in their first semester or to Calc I.
 - Dr. Hennessey, professional academic advisor.
- Sophomores and returning transfer students see departmental faculty advisors/ ask Beth (Admin Assc) if unsure.

Getting Advised - Dept



Beth Johnson
Departmental Administrative Associate
Mechanical & Industrial Engineering
EC 303, 361-593-2003

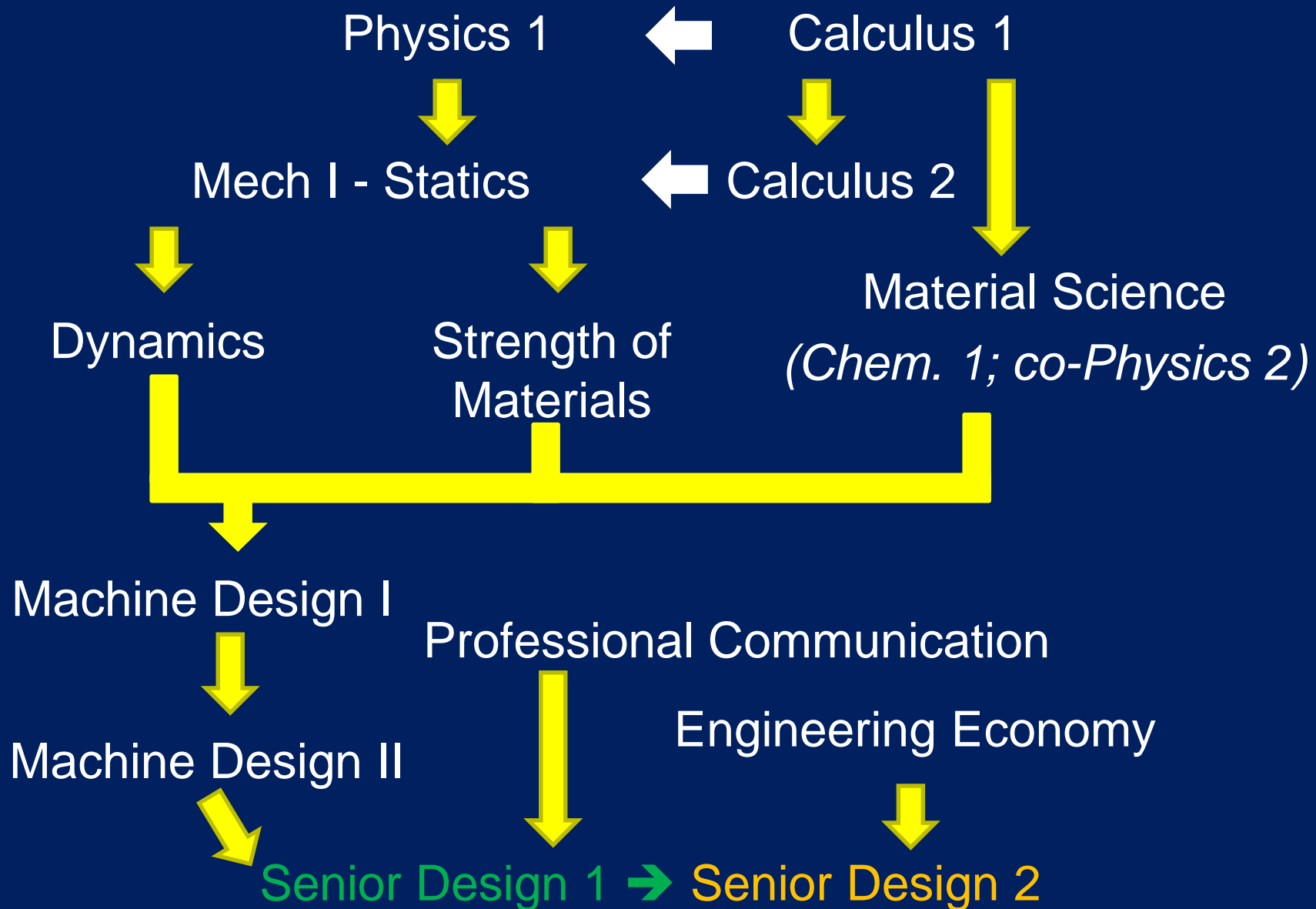
- Will help you find your faculty advisor.
- Provide you with your student file, DAP, and other advising documents.
- Lift your advising hold.
- Listen to her the first time, take her advice, treat her well, and she will treat you well!

Meeting with your Advisor

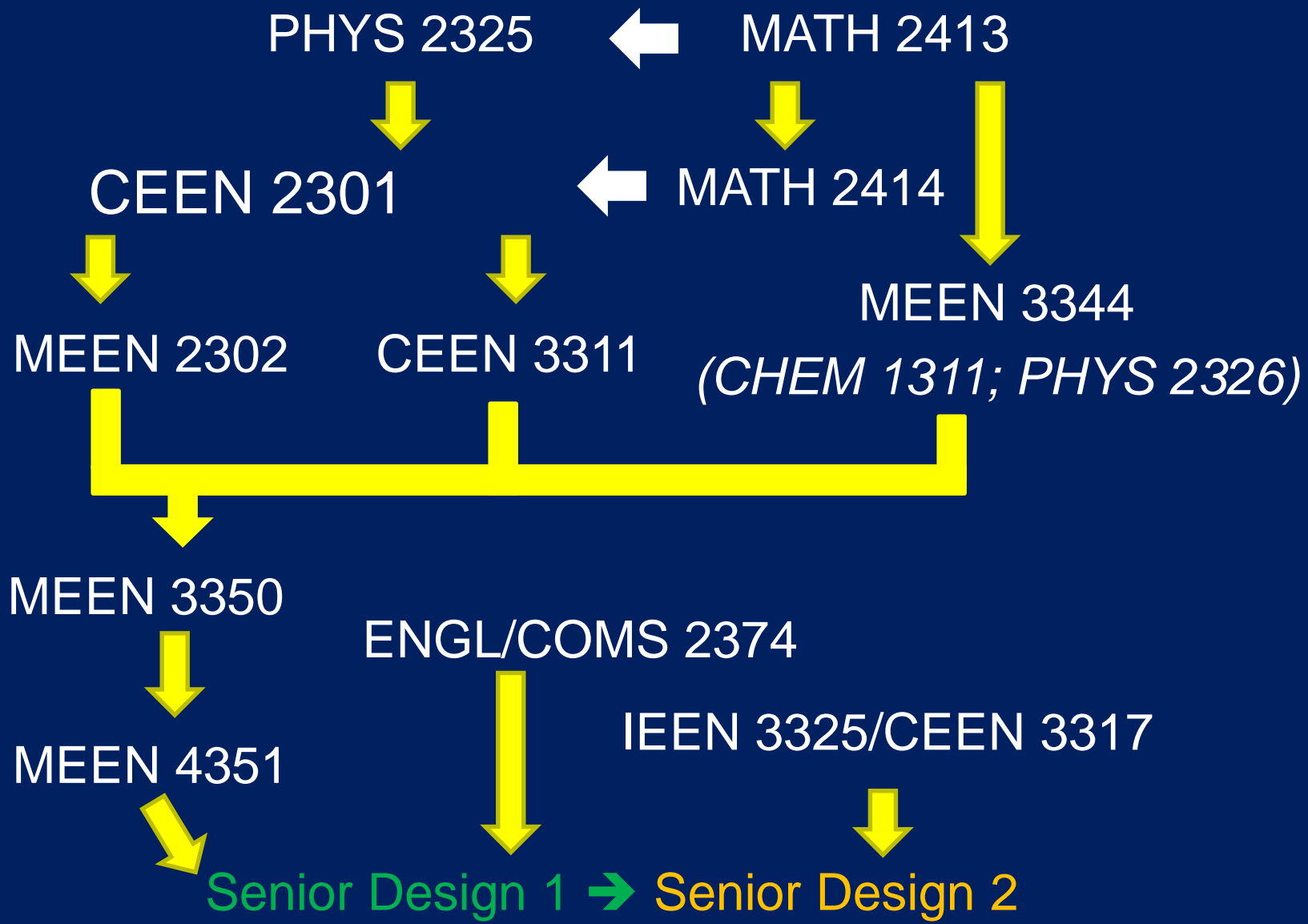
Checklist

- ✓ Make an appointment with your faculty advisor.
- ✓ Bring to your appointment your...
 - MEIE Advising Checklist, Spr 21 version.
 - Degree Analysis Plan (DAP), Excel version
 - Advising form
 - **Current** unofficial copy of your academic transcript
- ✓ Review/update your degree plan/DAP ahead of time.
- ✓ *Take courses in the order listed in DAP, top to bottom, to prevent time conflicts. Watch Lab courses!*
- ✓ Return your completed & signed advising form to your departmental assistant to get your hold lifted.
- ✓ Register for **only** the classes your **advisor approved**.
- ✓ Remember to ask questions! **You are in charge of your degree!**

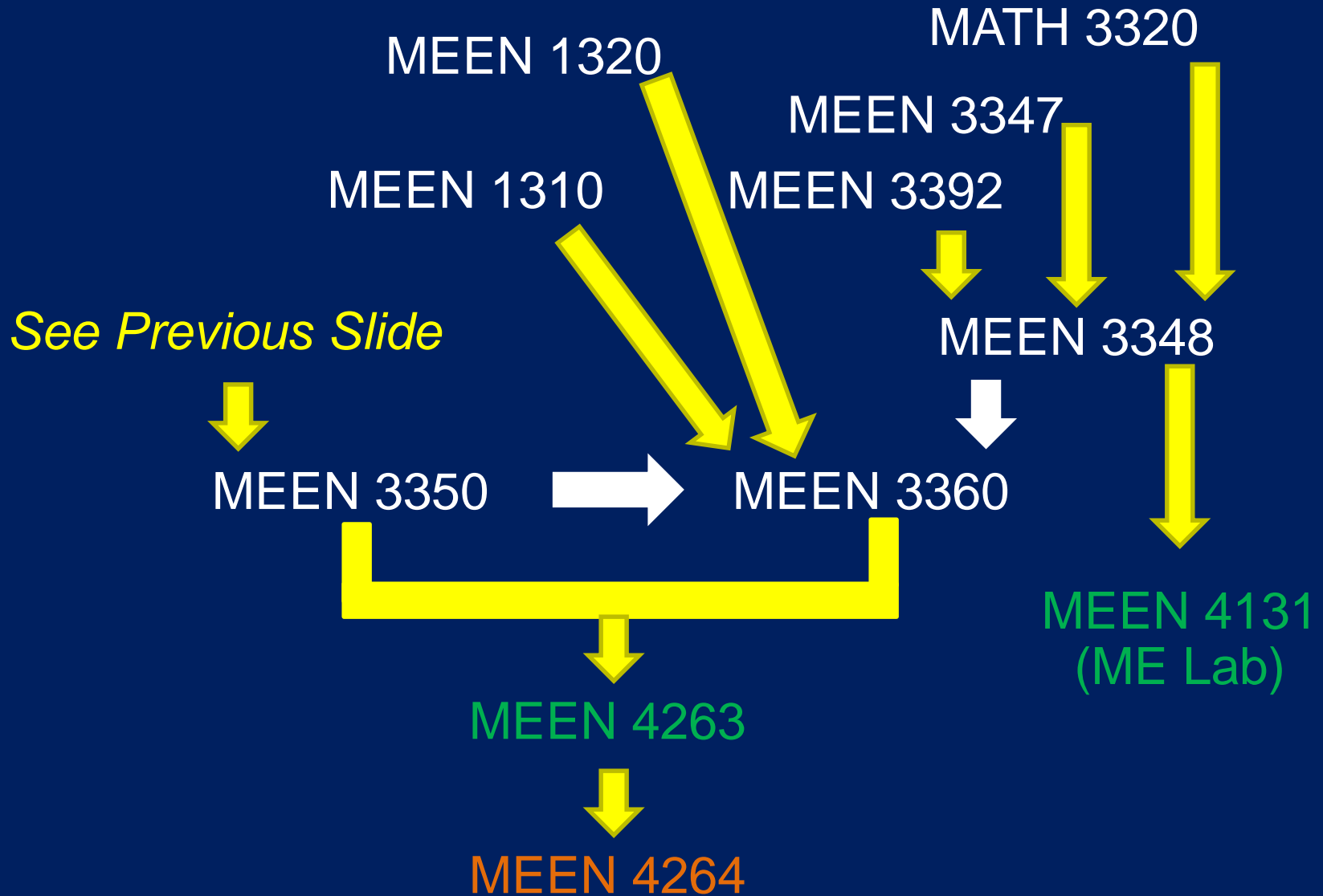
ME Degree Plan Overview



ME Degree Plan Overview



ME Degree Plan Cont'd



FAQ - Transfers

- I'm a transfer student, when do I need to do substitutions?
- You should start the credit transfer process ASAP.
- All courses must be C grade or higher.
- MEIE requires ENGL/COMS 2374. If you took another required communications course at another Texas school, for "Component A" it can be substituted only when requested.
- Some courses from old school(s) will show up on TAMUK transcript with our numbering, those are fine.
- Otherwise fill out substitution form with advisor. Science, Math, Engineering courses need syllabus. Gen Ed needs course description. Include these & transcripts with signed forms.
- A transferred course/grade can't replace a current/previous TAMUK course/grade.
- You can't start TAMUK course until all pre-reqs or co-reqs have been substituted or taken & passed.

FAQ

- I completed a substitution form. Why doesn't it show up on my transcript?

Substitution forms are internal to the College of Engineering and will not show up on your transcript.

- I completed a substitution form. Why doesn't it show up on DegreeWorks?

We use the Degree Analysis Plan (DAP). Substitutions must be “forced” into DegreeWorks, and the process is slow.

- Why does my (fill in the blank)... not agree with DegreeWorks?

DegreeWorks is not consistently updated and often contains incorrect information. We use the Excel “Degree Analysis Plan (DAP). Check with it and your advisor, and the MEIE Undergrad Coordinator (Dr. Peel)

FAQ

- I failed a class, but it is a prerequisite for a second class that I must take this semester or my graduation will be delayed. Can't I take the second class anyway?

No. Prerequisites should not be treated as suggestions. Take the time to get the preparatory material right.

- Can I retake a class to improve my grade?

Yes, but remember the grade will only be excluded in one repeat. *Last grade counts!* If you fail the class, you lose the credit for course, and must retake again!

- Can I drop a class I'm retaking if I'm doing badly?

Yes! Standard drop procedures apply.

- What if I pass a course, but fail its co-reqs?

You must retake them ASAP, can't move forward until passed.

FAQ

- **When is the Q drop deadline?**

Spring 2021 – March 25

Fall 2021 – Not yet posted (Halloween ish)

An add/drop form must be submitted to the registrar's office with your advisor's signature. You will receive a "Q."

- **How do I drop a class after the Q drop deadline?**

You can't.

- **Can I still get an incomplete?**

An incomplete is only given for family, medical, personal emergencies. There must be a justification for the incomplete that goes beyond poor student performance.

Must fill out form, take extra effort, stay away from incompletes.

FAQ

- **I got a “D” in a required course. Does it count?**

If earned at TAMUK, before Fall 2020 Catalog. “D” grades in math, science, and engineering cannot be transferred from other institutions. You may need to retake a TAMUK “D” if:

- 1) On Fall 2020 Degree Plan or later, or
- 2) It is CEEN 2301, needed for MEEN 2302 & CEEN 3311
- 3) It is earned in a Writing Intensive Course.
- 4) It puts you below the minimum GPAs for graduation.

- **What are the minimum GPAs for graduation?**

Pre-2014: 2.0 cumulative, 2.0 engineering, 2.0 math/science

2014: 2.0 cumulative, 2.25 engineering, 2.25 math/science

- **What do I do if there’s an error on my transcript?**

Contact the registrar’s office. The earlier the better.

FAQ

- Get your graduation packet completed early! Before last semester!
- What is the “check out” procedure for graduation?
 - 1) Get an electronic graduation packet from the JESSC.
 - 2) Make appointment with your advisor & update DAP, complete the packet & final degree plan, ensure all substitutions & waivers are done before submitting to Beth.
 - 3) Complete the online part of your graduation application & Order an official transcript.
 - 4) Submit completed electronic packet & Excel DAP to Beth.
 - 5) Approved graduation packet will be submitted to Austin.
- When is the graduation packet due?

Check current academic calendar lists. Usually at the end of your second-to-last semester.

FAQ

- **How do I change my major?**

If you're changing within the COE, there's a "Change of Curriculum" form (see departmental assistant) to be signed by the chair of your new department. Attach a transcript & MEIE DAP. We want to see a 2.5 Institutional GPA.

- **How do I get out of PPEN and into my "real" major?**

Complete the "Change of Curriculum" form. You must have completed chemistry and analytical geometry or higher and have 2.5 institutional, cumulative and math/science GPAs. Attach transcript & MEIE DAP.

- **How do I declare a minor?**

Complete the "Change of Curriculum" form. At graduation, make sure your advisor completes the minor check out form in your graduation packet. **A Math minor is of limited use.**

FAQ

- **What are the requirements for a minor?**

You need 18 hours in a program closely aligned with your major. See catalog for details. Aerospace minor needs more.

- **What are the requirements to double major?**

You must complete all required courses for both majors plus a minimum of 24 hours unique to the second degree.

- **Can I change my degree plan/catalog year?**

Your initial degree plan will refer to the undergraduate catalog in effect when you first attended TAMUK (unless absent for two or more semesters). If your degree plan changes during your time at TAMUK, you may opt to follow the new degree plan. Discuss your options with your advisor and complete a “Change of Curriculum” form.

FAQ

- **What is scholastic probation?**

You will be placed on scholastic probation if your cumulative GPA drops below 2.0 in a given semester. You have one semester to raise your GPA above 2.0 or you will be placed on enforced withdrawal.

- **What happens if I'm put on enforced withdrawal?**

1) If you are on enforced withdrawal at the end of the spring semester, you are allowed to enroll in summer classes to raise your GPA. Retake classes with Fs or Ds if possible.

2) If you are on enforced withdrawal at the end of summer or fall, you may initiate an "Enforced Withdrawal Appeal" form, **but expect to make some behavioral changes, and will likely have to sit out a semester or 2.**

3) If you sit out one or more semesters, you must fill out another form to get reinstated.

Useful Information

- TAMUK does not receive formula funding for students taking more than 30 hours above degree plan (State law, THECB)
- Thus, students will be charged \$100/SCH extra for each hour beyond B.S. + 30.
- Earning a second bachelor's degree may help. A Math Minor will not, choose minors to help you.
- Tuition rebate available to students completing in 4 years, without excess hours, 15 hours a semester.

Other Useful Information

- Financial aid implications of dropping a class
 - You must attend 60% of class or repay financial aid.
 - To receive financial aid, you must make “satisfactory academic progress” by earning at least 67% of attempted hours for a semester.
 - You may stay on financial aid if you drop below 12 hours **after** the census date (12th class day).
 - See your financial aid advisor!
- Tutoring available in the JESSC
 - Math, science, and basic engineering courses
 - By upper-level engineering students
 - For discipline-specific help, let JESSC know!

Other Useful Information

- MEIE Forms & Dept Handbook
(<https://www.tamuk.edu/engineering/departments/mien/forms.html>)
- College of Engineering Forms
(<https://www.tamuk.edu/engineering/deansoffice/forms.html>)
- Offices serving students:
 - Student Health and Wellness
(<http://www.tamuk.edu/shw/index.html>)
 - Career Services (<http://www.tamuk.edu/csc/>)
 - Academic Testing Center
(<http://www.tamuk.edu/academictesting/>)
- Student handbook
http://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

Questions?

Give this secret phrase to your advisor:

“Who says it never snows in Texas?”