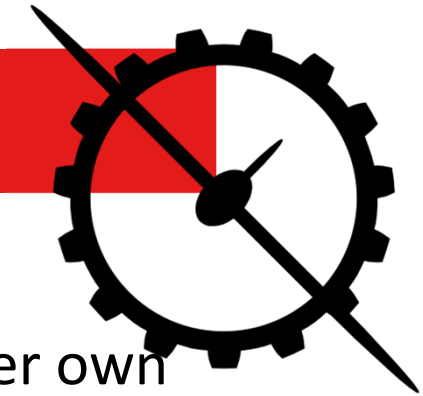
DEPARTMENT OF MECHANICAL AND AEROSPACE ENGINEERING

PRE-REGISTRATION ADVISING

Student Responsibility



It is ***<u>the student's responsibility</u>*** to make his or her own decisions regarding the selection and scheduling of courses and the satisfaction of graduation requirements. These decisions are not made by the advising office, a friend, a parent, or by anyone else. The purpose of the undergraduate student advising office is to provide the student with all of the necessary information about courses, the scheduling of courses, and related policies and procedures so that the student can make the most informed decisions possible. Also, advice given does not and should not be construed as relieving the student from his or her responsibilities, as described herein.

CODA

- CODA
  - Capacity-based admission
  - Must CODA ***within 2 semesters*** at NCSU
  - http://www.engr.ncsu.edu/academics/undergrad/coda/
  - CODA application cycle dates:
    - Cycle 1: 7/2 – 8/1
    - Cycle 2: 9/16 – 12/1
    - Cycle 3: 2/16-5/15

Policies

- Grade Exclusion Policy
  - Up to two (2) “bad” grades (C- or lower) may be excluded from the GPA
  - May be used any time before applying for graduation
  - Excluded courses cannot be used to satisfy degree or prerequisite requirements
- Course Repeat Policy
  - NCSU has a repeat policy which limits students to two (2) attempts of a course with a C- or lower
  - MAE will not approve more than two attempts

Required Materials

- 1 completed Pre-Registration Advising and Faculty Mentor form (new MAE students only)
- 1 print out of your My Planner from MyPack
- 1 print out of your Degree Audit from MyPack

Pre-Registration Form

- Fill out the top
- Read the statement and make sure you have complied
- Sign and date

MAE Pre-Registration Advising Form

Name First: M.I.: Last:

Student ID # **Email**

Curriculum:

☐ EFY-AE Intended ☐ AE

☐ EFY-ME Intended ☐ ME

☐ **Other** Please specify

By signing this form, I confirm while developing my plan of work, I checked course prerequisites, course availability, and that the courses in my plan meet my degree requirements in accordance with the NC State University degree progress policies.

Signature of Student Date

Pre-Registration Form

- Meet with your Faculty Mentor (new MAE students only)
- Get the required signature
- Sign and date

Faculty Mentor

(only required for NEW MAE students)

In the beginning of the first semester after admission to MAE, students check in with their designated Faculty Mentor to discuss professional development and career issues. The level of the discussion varies from a simple check-off to a lengthy discussion with the goal to provide the student with the opportunity to receive advice to assist with updating his or her individual career success plan on a semester basis.

_____

Name of Faculty Mentor

_____ _____

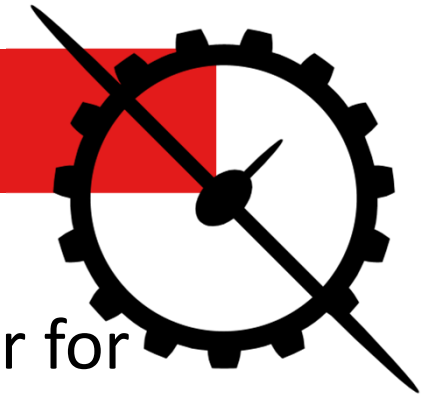
Signature of Faculty Mentor Date

This form attests that I met with my Faculty Mentor to discuss my individual four-year career success plan.

_____ _____

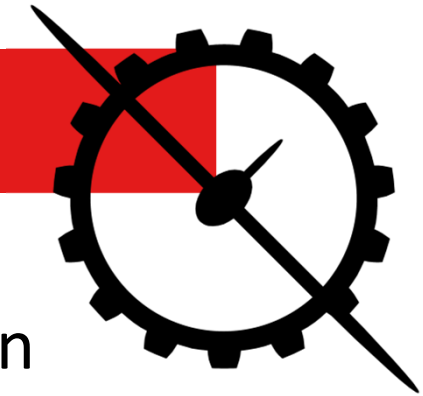
Signature of Student Date

Planner



- You are required to complete your planner for AT LEAST the next two regular semesters and summer
- (Psst…It's a good idea to make a long term plan even though it is not required)
- Include any semesters of co-op (COP 100, COP 200, etc.)

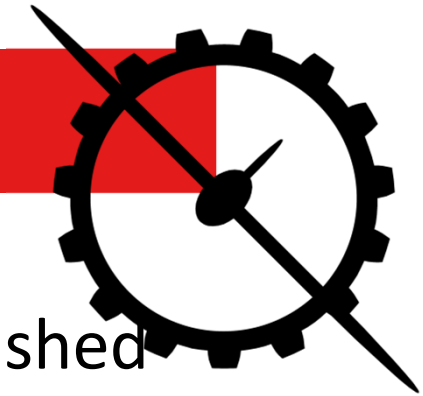
Planner



- If you are planning to study abroad or earn transfer credit from another college, put the NCSU equivalent courses in your planner

- Delete all “old” semesters from your planner (“old” semesters = all semesters before the upcoming semester or summer)

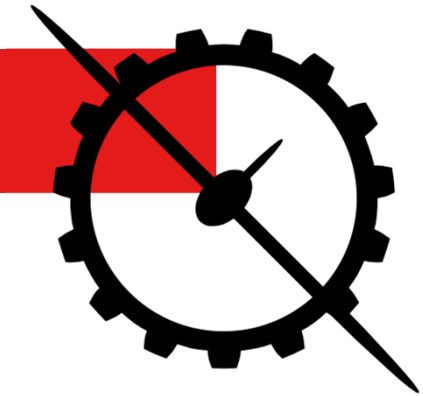
Degree Audit



- Print your degree audit AFTER you are finished with your planner

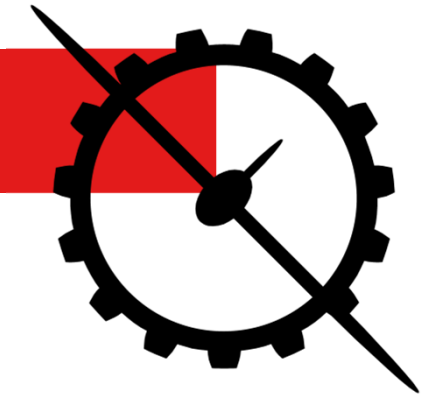
- It's okay to make changes to your plan later on – just be sure any changes will not cause issues with pre-requisites down the road

Walk-in Advising



- Mrs. Tran's walk-in advising hours are suspended during the pre-registration period (Monday, Feb. 19-Friday, Mar. 9)
- Mrs. Tran will answer advising questions via email during this period
- Walk-in advising hours will resume again as normal on Monday, Mar. 12

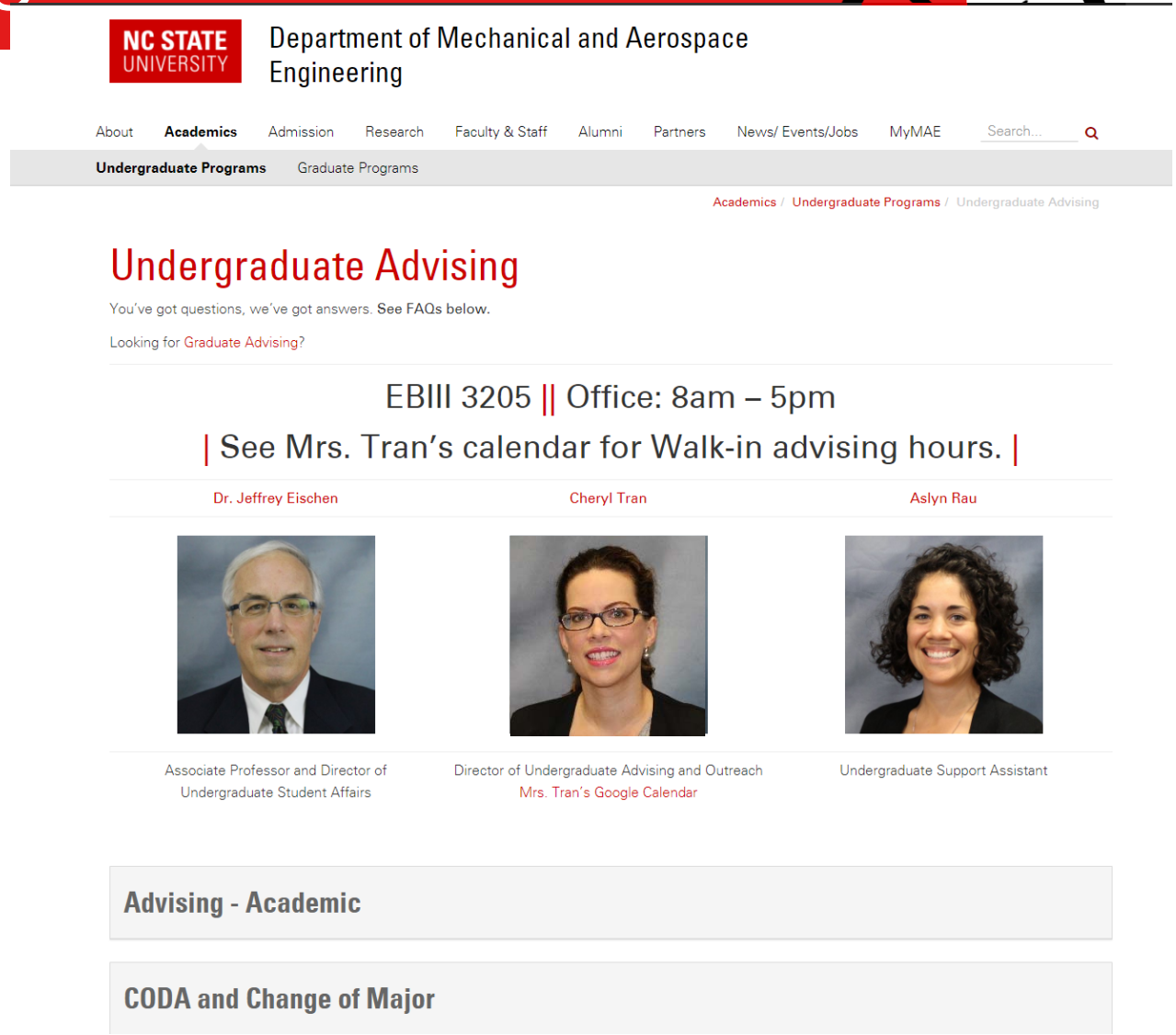
Remaining Topics



- MAE Advising FAQ
- MAE electives
- MAE lab offerings
- MAE 200
- Important for AE students
- AE course offering discrepancies
- Senior design
- ENG 331
- What is E 102?
- GEP courses
- AP/Transfer credit

MAE Advising FAQ

- Check before you email!
- The answers to many advising questions can be found on the MAE FAQ website.



MAE Electives

- The best place to find a complete and updated list of MAE tech electives is the MAE website: https://www.mae.ncsu.edu/academics/undergraduate-programs/electives/

- There are several MAE 495 special topics courses. Each section is a different course, so be sure to read the Course Topic line in the course catalog

- MAE students are permitted to take ONE non-MAE engineering elective with approval from the MAE undergraduate office

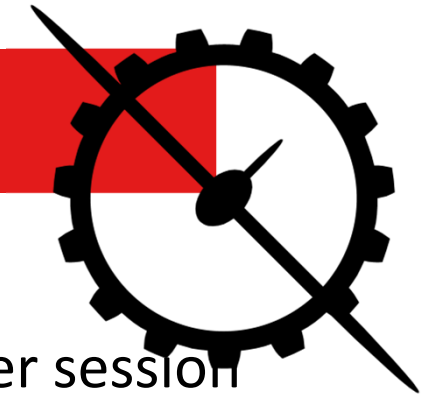
- Graduate – level (500-level and above) MAE courses count as technical electives for seniors with GPA ≥ 3.5

MAE Electives

- AE students should pay close attention to the guided elective choices in your second junior and first senior semesters (see the AE curriculum sheet for more information)

- If you took a departmental elective that appears under non-degree courses, circle it, and draw an arrow to a departmental elective requirement slot

MAE Lab Offerings



- MAE 305, 306 and 405 are offered both fall and spring semesters and during the 10-week summer session

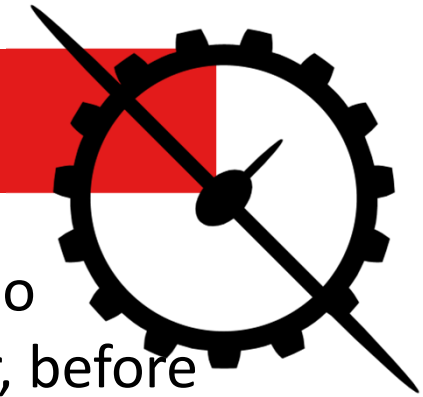
- ME labs can typically be delayed by one semester from what is recommended in the degree audit without hindering your graduation plan

MAE 200 for MEs

- Students who were unable to enroll in MAE 200 Intro to Mechanical Engineering Design during the fall semester may plan to take it in the spring

- MAE 200 is for ME sophomores only. If you missed it in your sophomore year:
  - We HIGHLY recommend you plan E 490 Fundamentals of Engineering Exam Prep (1 credit, pass/fail) for your senior year as a substitute
  - If you prefer not to take the FE, MA 302 Numerical Applications to Differential Equations (1 credit, graded) or MAE 496 Undergraduate Project Work (1-3 credits/graded) are acceptable
  - Other non-remedial STEM courses appearing under “non-degree” in your degree audit may be substitute with approval from your advisor

Important for AE freshmen



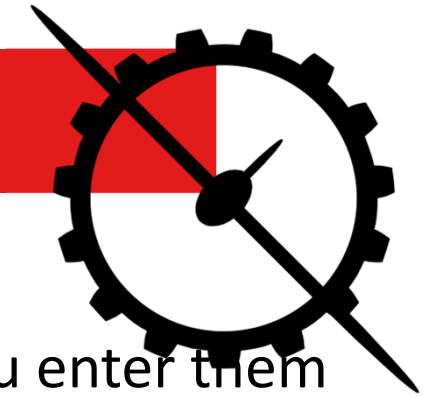
- You are STRONGLY encouraged to take CSC 113 no later than second semester of the freshman year, before MAE 251

Important for AEs on OLD CURRICULUM

- Students on the older AE curriculum (those who entered the program before spring 2017) are encouraged to take one of the following math/statistics courses to fulfill one of your three technical electives
  - MA 305 or MA 405
  - ST 305
  - ST 312
  - ST 370 or ST 371 or ST 372
  - These courses will have to be manually substituted for your tech elective. Notify your advisor once you are enrolled.

- You are also encouraged to take BOTH of your flight/space elective courses (MAE 457 and MAE 467)
  - The extra course will count as one of your tech electives
  - You do not have to take them both in the same semester

AE course offering discrepancies



- Some of the once-a-year AE courses are listed as being offered in the incorrect semester when you enter them in your planner

- Here are the correct offerings
  - MAE 252 and 253 are SPRING ONLY

ME Senior Design

- ME students have the option to participate in the Engineering Entrepreneurs Program (EEP) capstone design courses to fulfill the senior design requirement.
- Students on the **OLD ME curriculum** (those who entered MAE prior to summer 2015) can utilize EEP senior design as follows

Fall Senior Semester	Spring Senior Semester
MAE 482 (Will count as MAE elective)	MAE 483 + MAE 484 lab (Will count as MAE 416)
MAE 415 or MAE 412	

- Students on the **NEW ME curricula**(those who entered MAE summer 2015 and later) have design elective options in the senior year leading up to senior design. Be sure to plan ahead so that requisites are satisfied for your desired electives.

AE Senior Design

- AE students do not have the option to participate in EEP to fulfill the senior design requirement.

- AE students who are eligible to enroll in senior design (MAE 480 and 481) during the next academic year should submit the AE senior design application at the start of the spring semester of the current academic year.

ENG 331

Must have ***junior*** status to register for ENG 331

What is E 102?

- REQUIRED for all engineering freshman effective summer 2017
- Satisfies 2 of the 5 required credits for GEP Interdisciplinary Perspectives
- Students beyond freshman year are not expected to take E 102 – instead take two courses from the GEP Interdisciplinary Perspectives category and use one of them to substitute for E 102

GEP courses

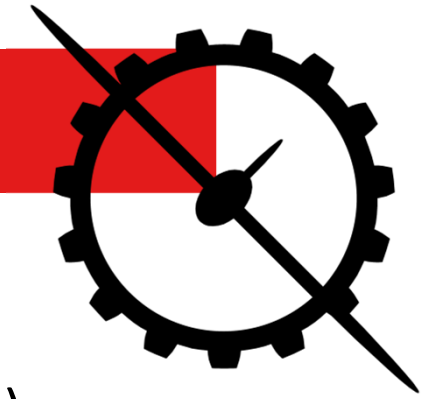
- ***Seven*** GEP courses are required
- Two of the seven GEP courses must meet US Diversity (USD) and Global Knowledge (GK)

GEP Social Sciences		
1.	Economics: **EC 205** or **EC 201** or **ARE 201**	**3 hrs.**
2.	GEP Social Sciences (**not EC**)	**3 hrs.**
GEP Additional Breadth		
3.	GEP Humanities or Social Sciences or Visual Performing Arts	**3 hrs.**

Option 1			Option 2		
GEP Humanities			**GEP Interdisciplinary Perspectives**		
4.	Ethics: **PHI 214** or **PHI 375** or **PHI/STS 325**	**3 hrs.**	4.	Ethics: **STS 302** or **STS 304** or **STS 320** or **PHI/STS 325** or **IDS 201**	**3 hrs.**
5.	GEP Humanities (**not PHI**)	**3 hrs.**	5.	One GEP Interdisciplinary Perspective*	**2-3 hrs.**
GEP Interdisciplinary Perspectives			**GEP Humanities**		
6 & 7.	Any two GEP Interdisciplinary Perspectives*	**5-6 hrs.**	6 & 7.	Two from different disciplines	**6 hrs.**

***Note: Students on the NEWEST AE and ME curricula (those who entered the major spring 2017 and later) use E 102 to satisfy one of the two required Interdisciplinary Perspective course requirements.**

Foreign Language Proficiency



- Proficiency from high school
  - Contact the Admissions Office (203 Peele Hall)
- Foreign Language Proficiency Exam
  - Foreign Language Lab (Laundry Building)
- Native fluency
  - Contact Foreign Language Department (310 Withers Hall)
- Transfer credit
  - Contact Admissions Office (203 Peele Hall)

AP/Transfer Credits

- AP credits
  - Contact Registration & Records (1000 Harris Hall)
- Transfer credits
  - Contact College of Engineering Transfer Office (engineering@ncsu.edu)

The End

- Paperclip (do not staple!!) your papers in the following order and leave them in the designated spot in the room:
  - Pre-registration and faculty mentor form
  - Planner
  - Degree audit

- Did you forget your documents or are they incomplete? You may turn them into the MAE undergraduate office (EB3 3205) any time.

- You will be notified via email if any corrections are needed. Holds will not be removed until corrections have been made.

- Your advising hold will be removed by Friday, March 16 as long as your completed documents are received by the MAE undergraduate office no later than Friday, March 9.