It is **the student’s responsibility** 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
  – Capacity-based admission
  – Must CODA **within 2 semesters** at NCSU
  – CODA application cycle dates:
    • Cycle 1: 7/2 – 8/1
    • Cycle 2: 9/16 – 12/1
    • Cycle 3: 2/16-5/15
  – Be sure to select **“Change my plan”** not “Add a plan” when you apply. “Add a plan” is for adding a second major.
• 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

<table>
<thead>
<tr>
<th>Name</th>
<th>First:</th>
<th>M.I.:</th>
<th>Last:</th>
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<tbody>
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</tbody>
</table>

Student ID #

Email

Curriculum:

☐ EFY-AE Intended
☐ EFY-ME Intended
☐ Other Please specify

☐ AE
☐ ME

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

__________________________
Signature of Student

Date

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

• All walk-in advising hours are suspended during the pre-registration period (Monday, Feb. 25- Wednesday, Mar. 20)

• Mrs. Tran and Dr. Ewere will answer advising questions via email during this period

• Walk-in advising hours will resume again as normal on Thursday, Mar. 21
Remaining Topics

- MAE Advising FAQ
- MAE electives
- MAE lab offerings
- **MAE 200 – NEW INFORMATION**
- Programming requirement for AEs
- **AE and ME Senior design – NEW INFORMATION**
- **ME Senior Design Impacts – NEW INFORMATION**
- ENG 331
- E 102
- GEP courses
- AP/Transfer credit
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 (500) – level MAE courses count as technical electives (enrollment requirements: GPA ≥ 3.5, completion of all 300-level ME or AE lecture courses, and departmental permission)
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.
ME 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

- MAE 200 will be a once-a-year course (fall only) beginning fall 2019
- Offerings will be in the first and second five weeks of the semester
  - Sections 001-004 are first 5 weeks
  - Sections 005-008 are second 5 weeks
- MAE 200 is for ME **sophomores and juniors only**. If you somehow get to your senior year without it:
  - 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
You are STRONGLY encouraged to take CSC 113 no later than second semester of the freshman year, before MAE 251.
ME Senior Design – Transition to Year-Long

ME senior design will become year-long starting fall 2019.

• MAE 415 first semester (fall only)
  – Replaces ME design elective currently showing in first semester senior year of the ME degree plan
  – Requisites for fall 2019 ONLY: (MAE 315 and 316) OR (MAE 302, 308 and 310)
  – Requisites after fall 2019: completion of all 300-level ME lecture courses

• MAE 416 second semester (spring only)
ME Senior Design – Transition to Year-Long

• There will be 2 or 3 one-semester sections of MAE 416 offered in fall 2019 and 1 section in spring 2020 for students graduating those semesters (enrollment by permission only)

• ME seniors on campus all year fall2019/spring2020 and planning to graduate in spring or summer 2020 must enroll in year-long senior design

• See the ME Senior Design Supplemental presentation attached to the pre-registration emails for more detailed information
Students who are eligible for one-semester senior design (MAE 416) in fall 2019 and still need an ME design elective (MAE 412 or “old” MAE 415) will enroll in one of the following:

- **MAE 495-021 Analysis for Mechanical Engineering Design** – serves as “old” MAE 415 (reserved for fall 2019 graduating seniors, enrollment by permission only, requisites: MAE 315 and 316)

- **MAE 495-020 Design of Thermal Systems** – serves as MAE 412 (reserved for fall 2019 graduating seniors, enrollment by permission only, requisites: MAE 302, 308 and 310)
ME Senior Design – EEP Option

• ME students may choose Entrepreneurship (EEP) senior design in lieu of traditional ME senior design

• Students are not required to be participants of the EEP program to participate in EEP senior design

• EEP senior design is year-long: MAE 482 (3 credit) in fall, MAE 483 (3 credits) + MAE 484 (1 credit) in spring (these substitute for MAE 415 and MAE 416)

• Requisites for this option are a bit looser than for traditional – completion of some ME 300-level lecture courses required for fall2019/spring2020 enrollment (any ECE course requisites can be ignored)
ME Senior Design Impacts

• ME students who want to co-op will have to begin no later than second semester junior year

• ME students must plan senior fall/spring semesters consecutively

• Careful planning will be required to successfully participate in alternate regular semester opportunities prior to the senior year (co-op, internship, study abroad, etc.)
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.
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)

<table>
<thead>
<tr>
<th>GEP Social Sciences</th>
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<tbody>
<tr>
<td>1. Economics: EC 205 or EC 201 or ARE 201</td>
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<tr>
<td>2. GEP Social Sciences (<strong>not EC</strong>)</td>
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<table>
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<tr>
<th>GEP Additional Breadth</th>
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<tr>
<td>3. GEP Humanities or Social Sciences or Visual Performing Arts</td>
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<tr>
<th>Option 1</th>
<th>Option 2</th>
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<tbody>
<tr>
<td><strong>GEP Humanities</strong></td>
<td><strong>GEP Interdisciplinary Perspectives</strong></td>
</tr>
<tr>
<td>4. Ethics: PHI 214 or PHI 375 or PHI/STS 325</td>
<td>4. Ethics: STS 302 or STS 304 or STS 320</td>
</tr>
<tr>
<td>5. GEP Humanities (<strong>not PHI</strong>)</td>
<td>or PHI/STS 325 or IDS 201</td>
</tr>
<tr>
<td>3 hrs</td>
<td>3 hrs</td>
</tr>
<tr>
<td><strong>GEP Interdisciplinary Perspectives</strong></td>
<td><strong>GEP Humanities</strong></td>
</tr>
<tr>
<td>6 &amp; 7. E 102 + one more GEP Interdisciplinary</td>
<td>6 &amp; 7. Two from different disciplines</td>
</tr>
<tr>
<td>Perspectives</td>
<td>6 hrs</td>
</tr>
<tr>
<td>5 hrs</td>
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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
  – Visit NCSU Office of Student Services (1000 Harris Hall)

• Transfer credits
  – Contact College of Engineering Academic Affairs (engineering@ncsu.edu)
• 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 Monday, March 25 as long as your completed documents are received by the MAE undergraduate office no later than Monday, March 18.