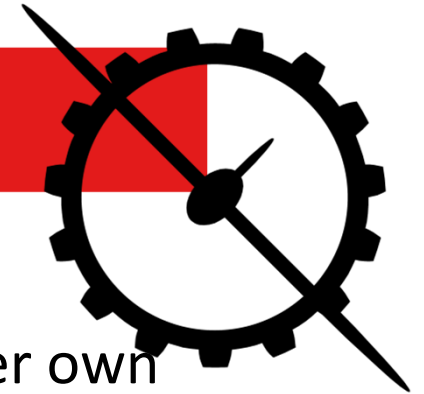


DEPARTMENT OF MECHANICAL AND AEROSPACE ENGINEERING



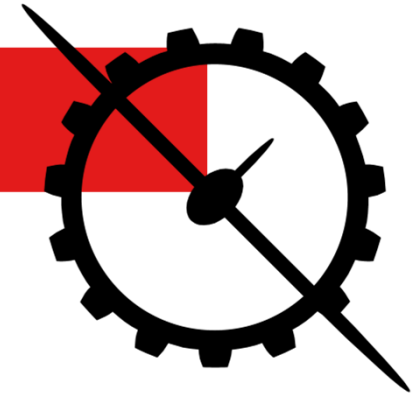
PRE-REGISTRATION ADVISING

Student Responsibility



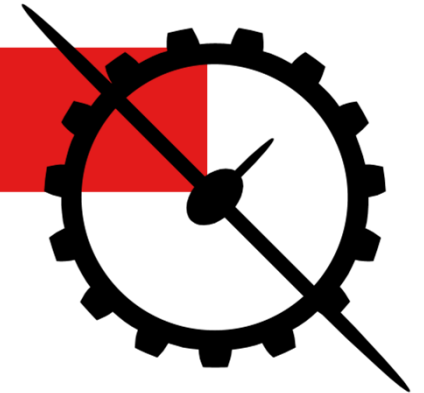
It is **the student's responsibility** to make his or her own decisions regarding the selection and scheduling of courses and the satisfaction of graduation requirements. These decisions are not made by the advising office, a friend, a parent, or by anyone else. The purpose of the undergraduate student 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



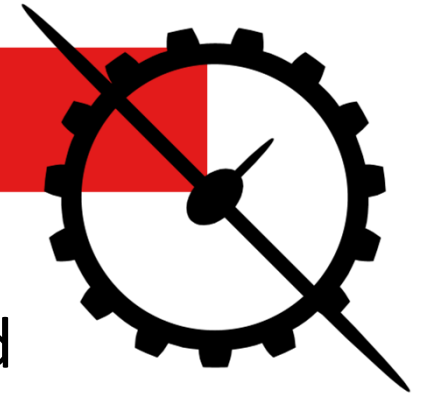
- CODA
 - Capacity-based admission
 - Must CODA **within 2 semesters** at NCSU
 - <http://www.engr.ncsu.edu/academics/undergrad/coda/>
 - CODA application cycle dates:
 - Cycle 1: 7/2 – 8/1
 - Cycle 2: 9/16 – 12/1
 - Cycle 3: 2/16-5/15
 - Be sure to select **“Change my plan”** not “Add a plan” when you apply. “Add a plan” is for adding a second major.

Policies



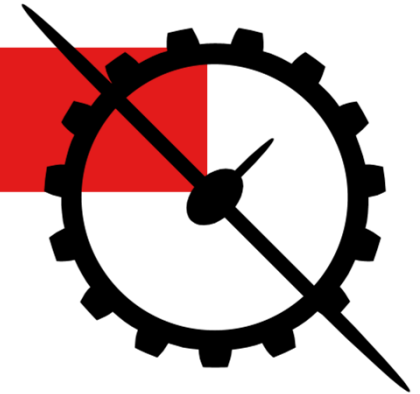
- Grade Exclusion Policy
 - Up to two (2) “bad” grades (C- or lower) may be excluded from the GPA
 - May be used any time before applying for graduation
 - Excluded courses cannot be used to satisfy degree or prerequisite requirements
- Course Repeat Policy
 - NCSU has a repeat policy which limits students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

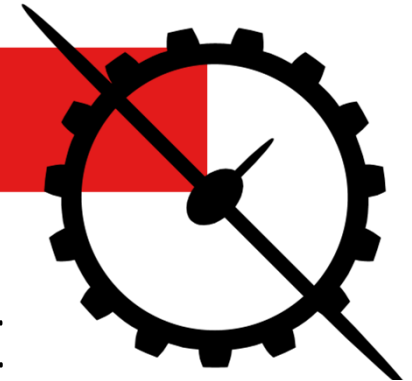


- Fill out the top
- Read the statement and make sure you have complied
- Sign and date

MAE Pre-Registration Advising Form

Name First:	M.I.:	Last:
Student ID #	Email	
Curriculum :		
<input type="checkbox"/> EFY-AE Intended		<input type="checkbox"/> AE
<input type="checkbox"/> EFY-ME Intended		<input type="checkbox"/> ME
<input type="checkbox"/> Other Please specify		
<p>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.</p>		
_____		_____
Signature of Student		Date

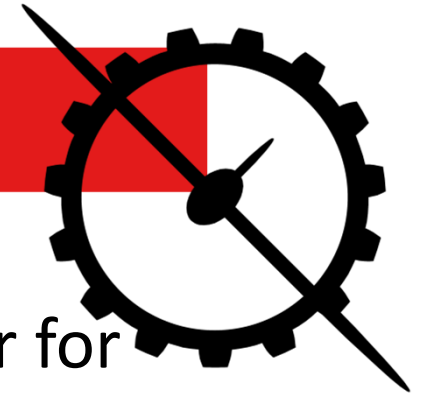
Pre-Registration Form



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

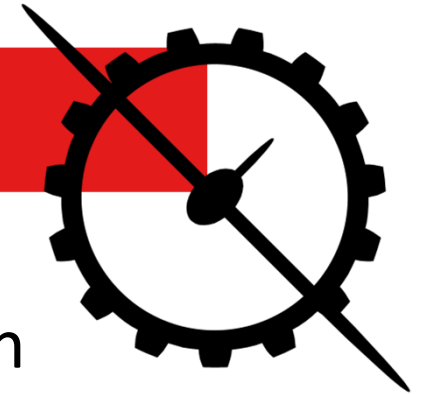
Faculty Mentor (only required for NEW MAE students)	
<p>In the beginning of the first semester after admission to MAE, students check in with their designated Faculty Mentor to discuss professional development and career issues. The level of the discussion varies from a simple check-off to a lengthy 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.</p>	
<hr/>	
Name of Faculty Mentor	
<hr/>	
Signature of Faculty Mentor	Date
<p>This form attests that I met with my Faculty Mentor to discuss my individual four-year career success plan.</p>	
<hr/>	
Signature of Student	Date

Planner



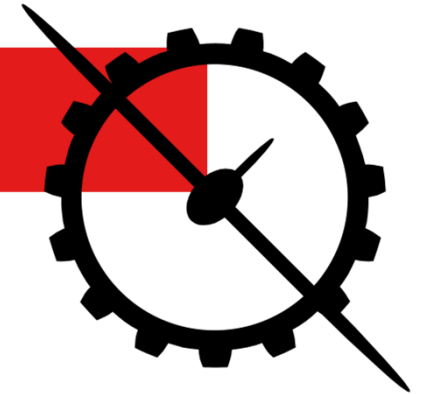
- You are required to complete your planner for **AT LEAST** the next two regular semesters and summer
- (Psst...It's a good idea to make a long term plan even though it is not required)
- Include any semesters of co-op (COP 100, COP 200, etc.)

Planner



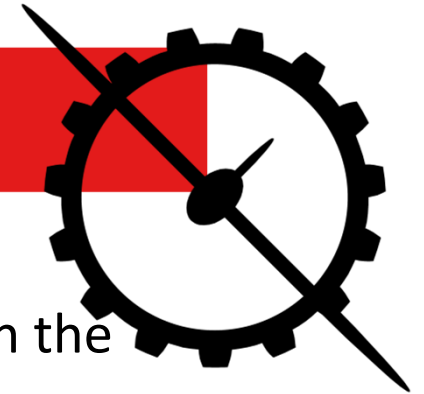
- If you are planning to study abroad or earn transfer credit from another university, put the NCSU equivalent courses in your planner
- Delete all “old” semesters from your planner (“old” semesters = all semesters before the upcoming semester or summer)

Degree Audit



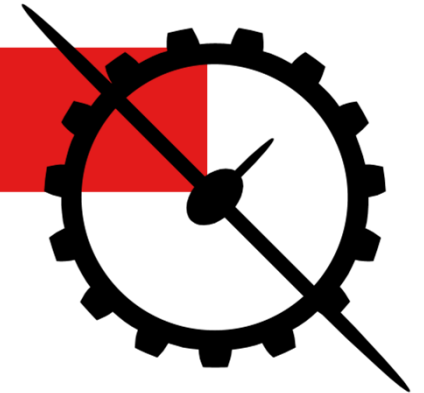
- Print your degree audit **AFTER** you are finished with your planner
- It's okay to make changes to your plan later on – just be sure any changes will not cause issues with pre-requisites down the road

Advising Packet



- Paperclip (**do not staple!!**) your advising documents in the following order
 - Pre-registration and faculty mentor form
 - Planner
 - Degree audit
- Did you forget your documents or are they incomplete? You may turn them into the appropriate bin outside of the **MAE undergraduate office (EB3 3205)**.
- You will be notified via email if any corrections are needed. Holds will not be removed until corrections have been made.

IMPORTANT Due Dates



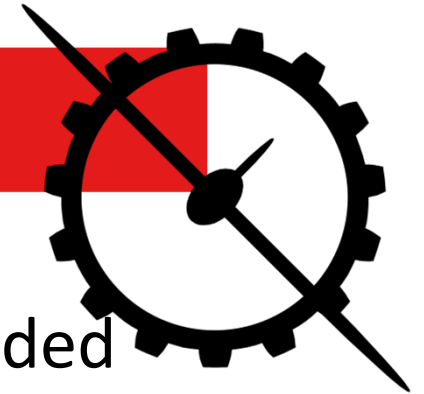
- Staggered submission deadlines for pre-registration advising documents:
 - **Group 1:** Continuing (students who are beyond the first semester after CODA) due by **5 pm Friday, Feb. 28**
 - **Group 2:** New (students who entered MAE via CODA or transfer in the most recent CODA/transfer cycle) due by **5 pm Wednesday, Mar. 4**
 - **Group 3:** EFY (students who are in Engineering First Year) due by **5 pm Friday, Mar. 6**
- Mrs. Tran's pre-registration emails will notify you of your group and due date
- Advising documents must be submitted in hard copy format to the appropriate bin outside MAE undergraduate office (EB3 3205)

IMPORTANT Due Dates



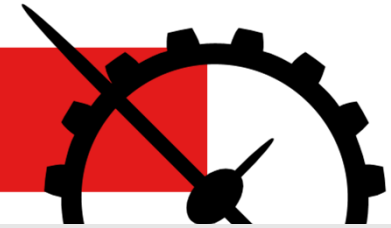
- Late pre-registration advising document submissions will be given low priority and cannot be guaranteed to process before enrollment begins
- Students with PRIORITY enrollment dates should plan to submit pre-registration advising packets well before the due date

Walk-in Advising



- All MAE walk-in advising hours are suspended during the pre-registration period (Monday, Feb. 24-Friday, Mar. 13)
- Mrs. Tran and Dr. Ewere will answer advising questions via email during this period
- Walk-in advising hours will resume again as normal on Monday, Mar. 16

MAE Advising FAQ



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

Undergraduate Advising

Graduate Advising

MAE Ambassadors

Student Organizations

FAQs

Dr. Jeffrey Eischen



Associate Professor and Director of Undergraduate Student Affairs

Dr. Felix Ewere



Teaching Assistant Professor and Undergraduate Academic Advisor
AE Students – Hours

Mrs. Cheryl Tran



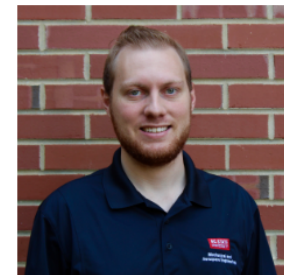
Director of Undergraduate Advising and Outreach
ME Students – Hours

Emma Munson



Undergraduate Programs Assistant

Andrew Wegener



Office Assistant

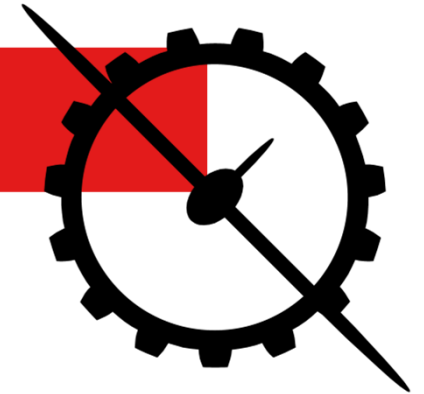
GEP courses



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

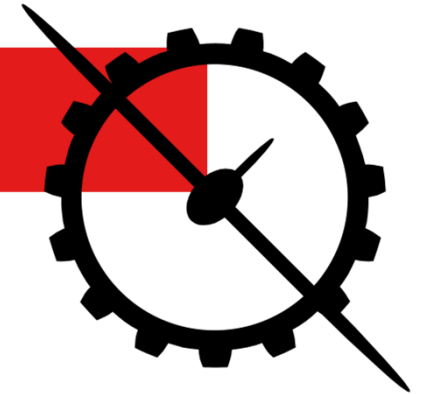
GEP Social Sciences	
1. Economics: EC 205 or EC 201 or ARE 201	3 hrs
2. GEP Social Sciences (not EC)	3 hrs
GEP Additional Breadth	
3. GEP Humanities or Social Sciences or Visual Performing Arts	3 hrs
Option 1	Option 2
GEP Humanities	
4. Ethics: PHI 214 or PHI 375 or PHI/STS 325	3 hrs
5. GEP Humanities (not PHI)	3 hrs
GEP Interdisciplinary Perspectives	
6 & 7. E 102 + one more GEP Interdisciplinary Perspectives	5 hrs
GEP Interdisciplinary Perspectives	
4. Ethics: STS 302 or STS 304 or STS 320 or PHI/STS 325 or IDS 201	3 hrs
5. E 102	2 hrs
GEP Humanities	
6 & 7. Two from different disciplines	6 hrs

What is E 102?



- REQUIRED for all engineering freshman
- 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

MAE 200 for MEs



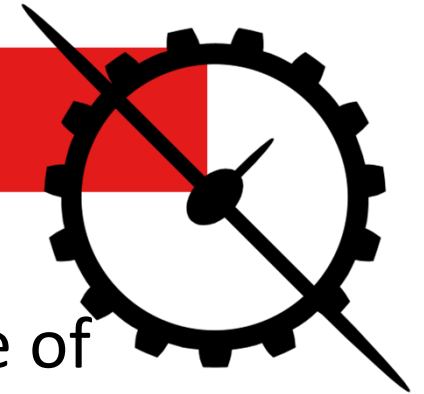
- MAE 200 is a fall only course
- Offerings will be in the first and second five weeks of the semester
- MAE 200 is for ME **sophomores and juniors only**
- If you somehow get to your final year without taking MAE 200 contact your academic advisor for substitution options

Programming Requirement for AEs

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

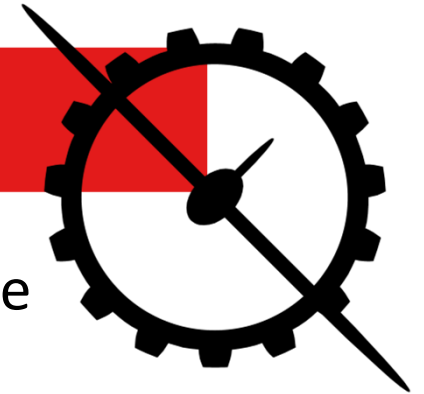


ENG 331



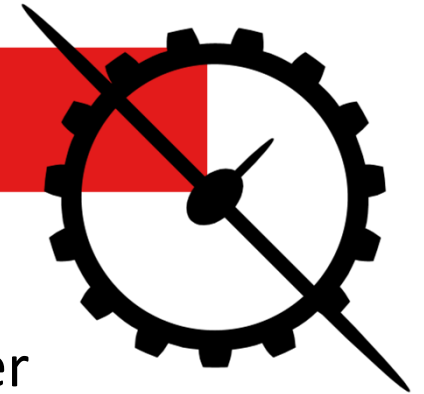
ENG 331 requires *junior* standing at the time of enrollment

ME Labs



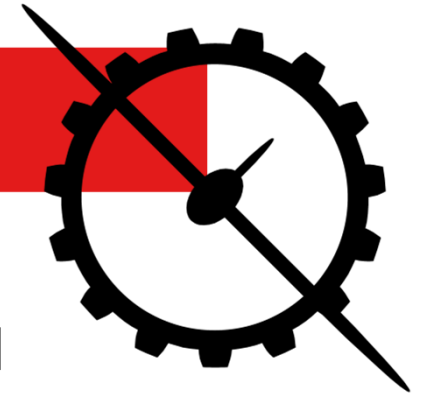
- ME lab requisites are expected to update effective fall 2020
- MAE 305 ME Lab 1 will require **prerequisites PY 208 and MAE 206**
- MAE 306 ME Lab 2 will require **prerequisite MAE 305 and co-requisites MAE 308 and MAE 310** (that means you must take them with or before MAE 306)

ME Labs



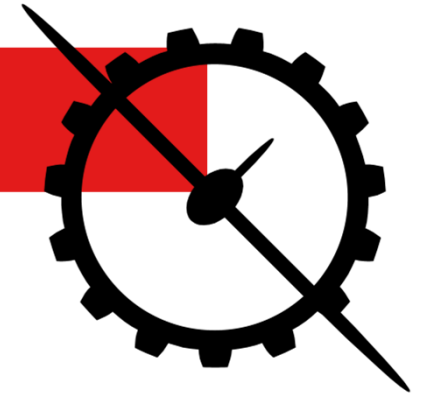
- MAE 305, 306 and 405 are offered both fall and spring semesters and during the 10-week summer session
- ME labs can typically be delayed by one semester from what is recommended in the degree audit without hindering your graduation plan

MAE Technical Electives



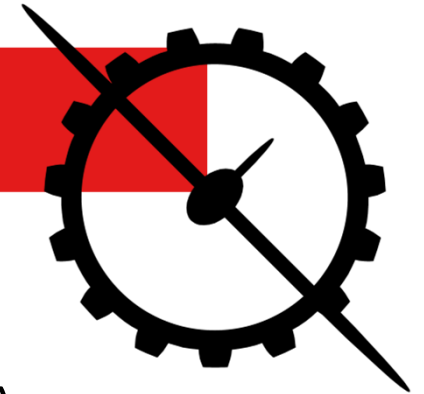
- AE students should pay close attention to the guided elective choices in your second junior and first senior semesters (see the [AE curriculum sheet](#) for more information)
- The best place to find a complete and updated list of MAE tech electives is the MAE website:
<https://www.mae.ncsu.edu/academics/undergraduate-programs/electives/>

MAE Senior Design



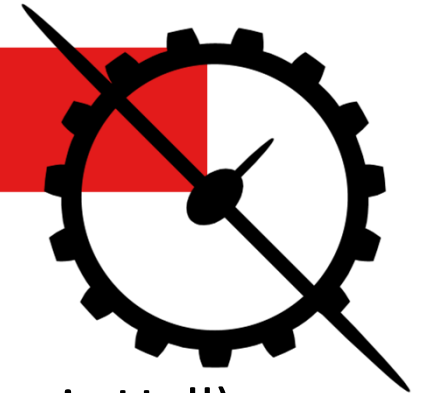
- AE and ME senior designs are year-long
- ME: MAE 415 first semester (fall only), MAE 416 second semester (spring only)
 - Requisites: MAE 302, 308, 310, 315 and 316
- AE: MAE 480 first semester (fall only), MAE 481 second semester (spring only)
 - Requisites: MAE 252, MAE 371 and (MAE 457 or 467)
- If you plan to participate in the Co-op Program plan early and carefully!

Foreign Language Proficiency



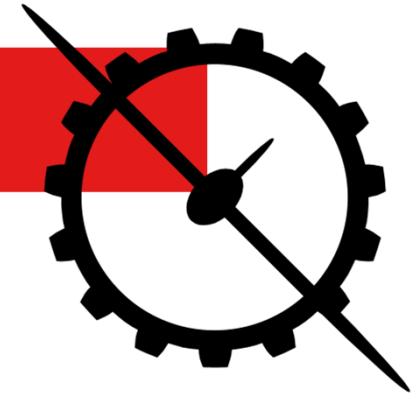
- Proficiency from high school
 - Contact the Admissions Office (203 Peele Hall)
- Foreign Language Proficiency Exam
 - Foreign Language Lab (Laundry Building)
- Native fluency
 - Contact Foreign Language Department (310 Withers Hall)
- Transfer credit
 - Contact Admissions Office (203 Peele Hall)

AP/Transfer Credits



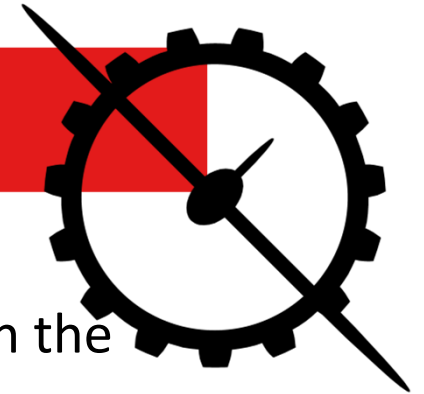
- AP credits
 - Visit NCSU Office of Student Services (1000 Harris Hall)
- Transfer credits
 - Contact College of Engineering Academic Affairs (engineering@ncsu.edu)

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