

## News for all MME students (program level specific news below),

### Useful links ...

**Important Dates:** <http://calendar.engineering.queensu.ca/content.php?catoid=6&navoid=153>

**Sessional Dates:** <http://calendar.engineering.queensu.ca/content.php?catoid=6&navoid=154>

**Course Calendar:** <http://calendar.engineering.queensu.ca/>

### MECH program

**specific:** [http://calendar.engineering.queensu.ca/preview\\_entity.php?catoid=6&ent\\_oid=97&returnto=162](http://calendar.engineering.queensu.ca/preview_entity.php?catoid=6&ent_oid=97&returnto=162)

### Technical elective course requirements and

**lists:** [http://calendar.engineering.queensu.ca/preview\\_program.php?catoid=6&poid=361](http://calendar.engineering.queensu.ca/preview_program.php?catoid=6&poid=361)

### Complementary study course

**lists:** <http://calendar.engineering.queensu.ca/content.php?catoid=6&navoid=158>

The chart in the link above includes comp study units that are covered in your core courses, and this can be confusing! The main reference for students is clicking on the List A Courses, List B courses, etc.

The total requirement for all option students is the following:

A minimum total of 6.0 credits from List A – HSS (typically two courses)

A minimum total of 3.0 credits from any of the lists A, B - LNK, C - PAL or D – MNGT, (typically one course) for a total requirement of 9 credits.

### General Queries ...

- Were you unable to take MECH 215 or MECH 216 last year? If so, you must enroll in MECH 217 this coming Fall. Both of these courses have now been amalgamated into one and any additional credits student achieve can be put towards their ANY course at Queen's as part of their total technical elective count.
- If you were not block enrolled in your courses and/or need to tailor your timetable, you may be able to enter yourself into the course(s) during add/drop as desired or required, but you also may not. If you are unable, please contact [mme.advisor@queensu.ca](mailto:mme.advisor@queensu.ca) the end of August for assistance. Be sure to include all the course components, and only those with available room in the enrollment. **It is important to include your full name and student number on all email requests.**
- If you are a student who still needs a first year course, neither you nor MME.Advisor can add first year courses to your schedule. To request registration into first year courses, take your completed upper year timetable to the FEAS (Faculty of Engineering and Applied Science Office), Rm. 300, Beamish Munro Hall for assistance. Any registration forms requiring the MME UG Chair signature can be left for my attention in the MECH Main Office, Rm. 319, McLaughlin Hall. On topic of first year, if you have an NC in

APSC 100 it is my understanding that you must enroll in the course even if you only have one module to complete. For verification, please visit the FEAS Office, Rm. 300, Ms. Aphra Rogers

- If you have yet to take and/or need to add/drop APSC 200/293, please contact Ms. Gillian Woodruff in the FEAS Office, BMH, Rm. 300.

#### **Take note ...**

- Add/Drop for undergraduate students is not effective again until Aug. 22. **At this time students cannot access their registration to add or make changes on SOLUS!**
- If you have a HOLD on your account, neither you or MME.Advisor, can add or make changes to your registration until the hold is cleared.
- Tuition and fee queries can be found here <http://www.queensu.ca/registrar/financials/tuition-fees>
- If you are a student who transferred into MECH there may be course substitutions that will be reviewed and submitted at a later date
- If you are a student who transferred into MECH from Arts and Science or another academic institution, your TR CRs, if not already, should be completed over the summer

#### **Probation/Regulation Letter:**

If you find later on that you are on probation and receive a regulation letter ... it is a very important part of your probation that you follow closely the conditions of your probation letter. The letter may also state that it will become necessary for you to reduce your course load or indicate that you cannot go over the normal load for a typical third year student. If you require assistance with course load and registration it is up to the student to draft a course plan prior to contacting the UG Chair or Program Assistant for advice.

You may find that the course(s) you have failed are holding you back from taking certain second year courses. On occasion you may be able to seek a waiver from the course instructor you are missing the prerequisite for, but not always and often it is best to take the required course first to ensure all of your individual year requirements have been met.

In some cases it may be recommended you take complementary study courses allowing you to schedule some of the missing core courses in the following summer or academic year (details are below).

#### **MME UG Chair signature requirement:**

Dr. Rick Sellens is the MME UG Chair for 2017-18. If you require his signature for anything, please leave for my attention in the MME Main Office, Rm. 319, McLaughlin Hall.

#### **Option Designation:**

If you have decided you would like to change your current option, or decide later, please contact me through [mme.advisor@queensu.ca](mailto:mme.advisor@queensu.ca) for assistance. As you are now aware, option course registration differences begin in third year, but if students choose to change their option part way through, the option core course becomes a technical elective and the student must then pick up the new option core course they missed.

### **English Proficiency Test:**

This is a mandatory requirement for your degree requirement, therefore if still required please be sure to check for emails the beginning of term from FEAS, or contact their office directly to ensure you write at the first offering for upper year students.

### **Dual Degree:**

Information can be found by first referencing this link: <http://my.engineering.queensu.ca/Undergraduate-Programs/Dual-Degrees/index.html>

### **Specific to 2<sup>nd</sup> year:**

A *typical* second year MECH student should have been block enrolled in all of their courses now with the exception of those students who have a HOLD placed on their account. It is not recommended that a student take additional courses if all of first year has been satisfied. If students took second year core courses over the summer, they then may decide to look for a complementary study course to pad up their program.

### **Specific to 3<sup>rd</sup> year:**

Third Year MECH is *typically* a complete CORE load of courses with the exception of the specific option core courses:

ME1 – MECH 330 F and MECH 341 W

ME2 – MECH 370 F and MECH 371 W (plus it is mandatory to take the materials labs MECH 396 F and MECH 397 W)

ME3 – MECH 393 and CHEE 340

*Typically* no additional courses are chosen if you have been block-enrolled and have passed all courses from your previous years in your program so far. The exception is for students who have taken courses over the summer time allowing room to open up in their schedule for an additional course.

Another exception is that some students may choose to take APSC 381, Advanced Design and Skills for Innovation in the Winter Term, a List 1 (3.5) technical elective course. This course is a pre-requisite for an alternate capstone course (APSC 480 FW) in the final year of your program (details are in the MECH portion of the Academic Course Calendar). Plus, active qualifying student team members may decide to apply to take MECH 361, Project Based Engineering: Conceive, Design, Implement and Operate in the Winter Term, a List 1 (3.5) technical elective course.

### **Specific to 4<sup>th</sup> year:**

If you are a student who is planning on a December completion or a Spring 2018 graduation, now is a good time to review your courses and how they fit into the requirements for your option.

Adding non-engineering courses to your program

Many of you by now have perhaps experienced the frustration of trying to register into an Arts course that appears to have space but end up finding that seats are locked for their own programs students. If the case and you are still hoping to get into one of these courses, I encourage you to try again during add/drop or close to the beginning of term.

### Permission to take MECH 465

If you received permission to take MECH 465, it will not be added to your registration until a later date. Ensure your schedule allows the addition of this course without a conflict as MME.advisor will be entering students into this course.

Enjoy the rest of the summer season!

Take care,

*Jacquie Brown*

Undergraduate Assistant and contact for MME Advisor,  
Dept. of Mechanical and Materials Eng.  
McLaughlin Hall, Rm. 322  
Queen's University,  
Kingston, ON  
K7L 3N6  
Email: [Mme.advisor@queensu.ca](mailto:Mme.advisor@queensu.ca)  
(613-533-2829)

*All student enquiries should be directed to the advisor email (above) and should always include a full name or student number.*

*Note that as a Student Advisor, I am happy to provide you with assistance and advice; however, please note that each student is personally responsible for meeting the graduation requirements of her/his own program!*