

Incoming 4th and 4th Year plus MMEs ...

Summer 2016

It is that time of year again. Many of you know me, Jacquie Brown as the Undergraduate Program Assistant. I hope the following information will help with any queries you have as you plan your final years in MME.

Registering in courses:

You will, as before, be assigned an enrolment appointment in Solus and for you now as a 4th year student it will be earlier than in previous years in hopes of you securing the courses you planned on.

If you require my assistance with course adds/drops it is crucial you supply me with the following please:

All course components – Lec, Tut and Lab numbers that fit your timetable (and, only those where enrollment space allows)

Full Name

Student Number

Gentle reminder ... if you are a student who still requires a course(s) from first year, you are required to take your upper year MECH timetable to the FEAS (Faculty of Engineering and Applied Science) Office, Rm. 300, Beamish Munro Hall, complete a Course Registration Request Form (link below) and every attempt will be made to slot you into the first year course(s) required around your other courses. If you have not completed all components of APSC 100 it is important you check out your requirements for completion and registration with FEAS.

Are you on probation or a 6 year rule waived letter ... if so, the most important part of your probation/waiver is that you follow closely the conditions of your probation letter.

If you received a probation or 6 year rule waiver letter indicating specific conditions that must be met this upcoming academic year 2016/17, it is important to note that specific courses must/must not be taken, or re-taken and passed this coming year as they are pre-requisite courses for upper year courses. The letter may also state that it will become necessary for you to reduce your course load as you cannot go over the normal load for a typical second year student. Reference to the MME Pre-Req Flow Chart may be useful. 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 Advisor 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. If successful with the waiver request, please complete a CRRF (link below), including the instructor's signature, or an approval email which can be attached. Drop off or email to mechadvisor@me.queensu.ca and I will see that the UG Chair signs prior to the form being submitted for processing.

In some cases it may be recommended to pad your program with **complementary study courses** which will lighten your program allowing you to schedule some of the missing core courses in the following years. The link to the complementary study courses and explanation is here ...

<http://calendar.engineering.queensu.ca/content.php?catoid=2&navoid=45>

(The important part here are the courses on the specific lists ... all engineering students require a total of 9 credits of complementary studies. 6 credits (two courses typically) from List A, and the remaining 3 credits (one course) can come from any of the lists A, B, C or D.) All of the other units listed in the breakdown are part of your MECH core program.

MME UG Chair signature requirement ... Dr. Rick Sellens is the MME UG Chair for 2016-17. 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 would like to change your designation either before term begins or at the end of the Fall term, please contact me for assistance. As you are aware, option course registration differences begin in third year but if students choose to change their option part way through, the option core courses become technical electives and the student must then pick up the option core courses of their new option.

Composite Timetables ... Fall and Winter ... These are tables you have seen before that I create that may be of particular use for students taking varied level courses, or where planning may be possible to help spread course requirements out. (If the case, I **may** be able to assist with this if I can see your timetable is full and could be altered).

If a discrepancy is found in the scheduling of a course on these timetables, the central timetable on Solus is always correct! I always appreciate hearing of any corrections required in these tables so they are accurate!

Lightening course loading ... If, after the first 3 to 4 weeks of term you feel you may benefit by lightening your program, please note that a fair number of students choose a 4 ½ or 5-year plan. The main goal is to try to remain in courses that continue to move you forward in your program, and then pick up the remaining courses in your 4th/5th year. If this becomes your decision I am happy to help you with yours.

English Proficiency Test ... This is a mandatory requirement for all engineering students. If you have yet to take/pass yours you are encouraged to do so at the first offering for upper year students.

Some useful related information:

Registration Guide ... <http://engineering.queensu.ca/Current-Students/Registration-Guide/index.html>

Course Registration Request Form ... <http://engineering.queensu.ca/Current-Students/Registration-Guide/Course%20Registration%20Request.pdf>

Schedule conflict Course Registration Request Form ... <http://engineering.queensu.ca/Current-Students/files/ScheduleConflictCourseRegistrationForm.pdf>

Other Academic University Registrar related forms ... <http://www.queensu.ca/registrar/forms>

2016-17 Academic Calendar ... <http://calendar.engineering.queensu.ca/>

MECH Program ... http://calendar.engineering.queensu.ca/preview_entity.php?catoid=2&ent_oid=37&hl=Mechanical&returnto=search

MECH Technical Electives ... http://calendar.engineering.queensu.ca/search_advanced.php?cur_cat_oid=2&search_database=Search&search_db=Search&cpage=1&epage=1&ppage=1&spage=1&tpage=1&location=1&filter%5Bkeyword%5D=Mechanical

MME Pre-requisite Flow Chart (attached) ... This is a flow chart created in hopes of helping you move correctly and smoothly through your program with respect to pre-requisites and co-requisites.

As for many of you this is your final year so it is crucial you enroll in the correct courses for your program and option. I am happy to help you with your plan so together we can try to ensure you are meeting your requirements. What I would very much appreciate is that when I/we are doing program checks that you are actually enrolled in all of the courses you feel are sufficient. You can reach me anytime at mme.advisor@queensu.ca, or you can find me in my new office in Rm. 322, McLaughlin Hall. Take note that hours may be posted on my door during extra busy times of the year.

As a fourth year student, it is important you try to choose your courses early to ensure you are ready for when your enrollment appointment becomes valid. Note that in the event you are not able to get into a course you had hoped right now, you are encouraged to have a back-up-plan; this is especially the case with Arts courses as a large number of them are initially closed for the specific Arts program students, but then often open up close to the end of August, early September. You may end up being able to get into the course you had hoped after all, meaning you can then drop the back-up course(s).

Take care,

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