

## Good afternoon incoming 3rd Year MMEs ...

*Summer 2016*

Most of you may know of me but my name is Jacquie Brown and I am the Undergraduate Program Assistant in the Department of Mechanical and Materials Engineering. You can reach me anytime at [mme.advisor@queensu.ca](mailto:mme.advisor@queensu.ca), or you can find me in McLaughlin Hall. Take note that hours may be posted on my door during extra busy times of the year. I have prepared this newsletter in hopes it may answer some of your questions and help with your transition into the third year of your program.

### **Third Year MECH is a complete CORE Registration, with the exception of two specific option core courses (ME1 – MECH 330 F and MECH 341 W, ME2 – MECH 370 F and MECH 371 W (plus the materials labs MECH 396 F and MECH 397 W), and ME3 – MECH 393 and CHEE 340**

... Normally no additional courses are chosen in Solus regardless of your option if you have been pre-loaded correctly and note that Lab and Tutorial sections cannot be switched without proven extenuating circumstances. Students may choose to take APSC 381 in the Winter Term, a List 1 (3.5) technical elective course that is a pre-requisite for an alternate capstone course (APSC 480 FW) in the final year of your program.

- If you were not block enrolled in your courses and/or need to tailor your timetable, you may be unable to enter yourself into the course(s) desired or required. If the case, please contact me for assistance and be sure to include all the course components (only those with available room) and include your full name and student number. You will be assigned an enrolment appointment on Solus and this is the time when you can access your course registration and make the required changes/additions if able.
- 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.
- If you have yet to take and/or need to add/drop APSC 200/293, please meet with Ms. Gillian Woodruff in the Engineering Faculty Office, Rm. 300, BMH.
- If you are a student who transferred from Queen's Arts and Science, or externally from Queen's and you have not been pre-loaded into your courses, you may need my assistance in your course registration. Note that not all core courses are guaranteed to be offered to you this current academic year due to the size of MECH.
- If you are a student who transferred from another engineering program at Queen's, you may need my assistance with adjusting your course registration and ensuring that courses previously taken which were course substitutes for your new program are requested in the appropriate manner to ensure they count in your degree requirements.

**Are you on probation ...** if so, the most important part of your probation is that you follow closely the conditions of your probation letter.

If you received a probation 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 (online) 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](mailto: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 4<sup>th</sup>/5<sup>th</sup> 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](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&ecpage=1&ppage=1&spage=1&tpage=1&location=1&filter%5Bkeyword%5D=Mechanical](http://calendar.engineering.queensu.ca/search_advanced.php?cur_cat_oid=2&search_database=Search&search_db=Search&cpage=1&ecpage=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.

Take care,

*Jacquie Brown*

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