

Incoming 2nd Year MMEs ... Welcome to MECH !!! *Summer 2016*

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, or you can find me in McLaughlin Hall. I have prepared this newsletter in hopes it may answer some of your questions and help with your transition into our program.

Second Year MECH is a complete CORE Registration ... normally no additional courses need to be chosen in Solus regardless of your option; also take note that lab and tutorial sections cannot be switched without proven extenuating circumstances.

- 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. 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. It is important I receive your full name, student number and required components of the course(s), and there must be space in all of the course components requested.
- 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 need to add/drop APSC 200/293, please meet with Ms. Gillian Woodruff in the Engineering Faculty Office, Rm. 300, Beamish Munro Hall.
- 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, but every effort will be made to get you into as many of your required courses as possible.
- 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 mme.advisor@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 single term 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 ... There are no curriculum differences in second year despite your option designation, ME1 – General, ME2 – Materials or ME3 – Biomechanics. 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. Option course registration differences begin in third year.

Composite Timetables ... Fall and Winter These are tables 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 do appreciate hearing of any corrections required in these tables so they are accurate!

Lightening course loading ... If heading into second year, or 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, and would appreciate that on meeting with me you have some idea of the second year course requirements as our meeting will be more beneficial this way.

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&ecpage=1&ppage=1&spage=1&tpage=1&location=1&filter%5Bkeyword%5D=Mechanical

MME Pre-requisite Flow Chart ... 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

Undergraduate Program Assistant
Dept. of Mechanical and Materials Engineering
Rm. 322, McLaughlin Hall, Queen's University
130 Stuart Street
Kingston, ON, Canada, K7L 3N6
(613) 533-2829 or (613) 533-2575