|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Mechanical Engineering Undergraduate Advising Rooms 204/205 R.L. Smith Building (ME-EM)  Walk in or by appointment 906.487.2564  **Fall and Spring hours M–F: 8:00 a.m. – 5:00 p.m.**  **Summer hours\* M–F: 8:00 a.m. – 4:00 p.m.**  **\* Summer advising hours are subject to change due to advisor commitments with summer programs and prospective student visits.**  **\* Please email or call ahead to check if an advisor is in the office. Advising resources (e.g. charts, HASS elective sheets) are available outside of the advising offices.**   Advising Reminders:   * See **Academic Calendar** for important dates * Complete **Application** **for Graduation** online two semesters prior to graduation * Graduating next semester? See academic advisor for  **Degree Audit**   Links   * [Enterprise](http://www.enterprise.mtu.edu/) (link ok) * Enterprise Engineering Design Verification form * [First Year Engineering - Engineering Fundamentals](http://www.geneng.mtu.edu/) * Engineering GPA – ECOA concentration * [Registrar’s Office](http://www.mtu.edu/registrar/) * BanWeb * Michigan Tech online * [Degree Audits](http://www.mtu.edu/registrar/students/major-degree/) (DARS) * [Minors](http://www.mtu.edu/registrar/students/major-degree/minors/audit/) * [Certificates](http://www.mtu.edu/registrar/students/major-degree/certificates/audit/) * Additional degree/double majors * [Fundamentals of Engineering Exam](http://www.ncees.org/) * [Senior Capstone Design](http://www.me.mtu.edu/senior_design/) * [International Programs and Services](http://www.mtu.edu/international/) **(**LINK ok**)** * [Career Services](http://www.career.mtu.edu/) * [Undergraduate course descriptions](https://www.banweb.mtu.edu/pls/owa/stu_ctg_utils.p_online_all_courses_ug#MEEM) (add LINK) * [Graduate course descriptions](https://www.banweb.mtu.edu/pls/owa/stu_ctg_utils.p_online_all_courses_ug#MEEM) (add LINK) * Graduate School (add link to www.mtu.edu/gradschool/) * Senior rule * Dean of Students * Counseling and Wellness Services * World Cultures language option  FAQS[Waiver forms and who has to sign](http://blogs.mtu.edu/jmdonahu/2010/06/29/where-can-i-get-a-waiver-form-and-who-has-to-sign-it/)[How to join an Enterprise](http://blogs.mtu.edu/jmdonahu/2009/11/24/how-to-join-an-enterprise/)Change major or add a minorTransfer credits from other schoolsRepeating a courseFeeling stressed – what can I do?Course section at capacity – who to contactME versus MET? | |  |  | | --- | --- | | http://www.me.mtu.edu/advising/Danise_2008a.jpg | ****Danise Jarvey****Senior Engineering Academic AdvisorContact [dnjarvey@mtu.edu](mailto:dnjarvey@mtu.edu) | | http://www.me.mtu.edu/advising/Towles_Ryan2.jpg | ****Ryan Towles****Academic AdvisorContact [ratowles@mtu.edu](mailto:ratowles@mtu.edu) |   Most Downloaded  * [BSME flowchart](http://www.me.mtu.edu/academics/undergrads/2010/BSMEFlowchart.pdf) * B[SME-Enterprise flowchart](http://www.me.mtu.edu/academics/undergrads/2010/BSMEEnterpriseFlowchart.pdf) * [Technical Electives](http://www.me.mtu.edu/academics/undergrads/Technical_Electives2010-11.htm) * [HASS Distribution courses](http://www.mtu.edu/registrar/pdfs/HASS%20Distribution%20List%2010-11.pdf) * Co-curricular activities * [Special Approval/Restriction Waiver](http://www.mtu.edu/registrar/pdfs/Restriction.pdf) * Academic planning worksheet * [Curriculum Add/Drop form](http://www.mtu.edu/registrar/pdfs/curriculum_add_drop_form.pdf) * [Graduation Application](http://www.mtu.edu/registrar/students/major-degree/)  [RSS Feed](https://huskymail.mtu.edu/home/webcal/academic%20calendar.rss) [Academic Calendar](http://www.mtu.edu/registrar/students/calendars/academic/%20)   [[Occupational Outlook Handbook](http://www.bls.gov/oco/ocos027.htm)](http://www.bls.gov/oco/ocos027.htm)**Bureau of Labor Statistics** web page about jobs and careers for engineers. See the [Occupational Outlook Handbook](http://www.bls.gov/oco/ocos027.htm). | |  |  | | --- | |  | |