Advising Policy for Engineering and Engineering Technology Students  
(Effective as of October 20, 2014)

1. All freshman students are advised by (for professional purposes and not to schedule classes):
   a. Brian DeJong (Pre-ME)
   b. Adam Mock (Pre-EE/CE)
   c. Dru Wilson (Pre-ET)

2. All freshman student are advised for purposes of scheduling classes by the Student Success Center (SSC) according to the advising attached sheet (Appendix A)

3. Students will Transfer to an assigned advisor (according to Appendix B)
   a. Once they are in IET 226, IET 279 or IET 291 for all ET majors
   b. Once they are in EGR 251 or EGR 290 for all EGR majors

4. The process of signing the major and advising for ET:
   a. The student fills the major form in the SET’s office (ET 100)
   b. The office will assign the faculty advisor according to Appendix B
   c. The office will communicate the signed form back to the student
   d. The student will continue to be advised by the student success center for purposes of scheduling classes till they are in IET 226, IET 279 or IET 291.
   e. The students will be advised by the assigned advisor once they are in IET 226, IET 279 or IET 291.
   f. The SET office will check enrolled students in IET 226, IET 279 and IET 291 every semester and make sure they are assigned an advisor in SET (who will advise the student from that point.)

5. The Process for signing an intent to major and advising in EGR
   a. The student fills the form in the SET’s office (ET 100)
   b. The advisor for the student will be the student success center for purposes of scheduling classes
   c. The SET’s office will maintain the signed intent form by the student

6. The Process for signing an EGR major
   a. The SET office will check all students in EGR 251 and 290 every semester
   b. The SET Office will inform the student about their academic advisor per Appendix B
   c. The student will be advised by the academic advisor from that point on

7. Students who change majors will be assigned a different advisor according to Appendix B

8. All transfer students must have their transfer courses evaluated and transferred by UAS before they are advised by SET. Once all records are in place, a determination will be made by the SET office regarding their cohort standing and advising.
Appendix A

General Advising of Engineering Students (Freshman)
Direction for the Student Success Center

Typically, all students transfer officially to an advisor within SET by the Fall of the sophomore year.

1. You do NOT need to decide your major now – you have one year to decide. You should sign an intent to major as soon as possible (Fall of Freshman year)

2. Every student, however, is encouraged to sign a major or an-intent to major ASAP (fall, freshman year). They typically have till the Fall of the sophomore year to confirm or change.

3. All engineering majors have the SAME first year courses (all these courses are offered every semester.)

4. Pre/co-requisites are strictly reinforced

5. Try to finish all the freshman courses the First year (math, physics, chemistry and EGR 120 and 190)

6. If undecided between engineering and engineering technology (ET) – follow engineering (engineering courses transfer to ET but the opposite is not always correct.)

7. You must have a good assessment of your math level.
   a. If placed in MTH 130, (you should plan on your first summer to take MTH 133 if you plan to stay in engineering and finish in 4 years).
   b. Engineering students typically begin with MTH 132, calculus I in Fall of freshman year.

8. All engineering and undecided students should register for (Fall of freshman year); listed in order of importance.
   a. 1st level of math they qualify for (e.g. MTH 132),
   b. CHM 131,
   c. EGR 120 (if placed in MTH 130 or higher),
   d. EGR 190 (if placed in MTH 132 or higher),
   e. PHY 145/175 (if placed in MTH 132 or higher),
   f. ENG 101 (if no AP or CLEP),
   g. TAI 170
   h. A Group IA or III A Gen ED or BLR 202.

Students are not encouraged to take CPS 180 (unless in Computer EGR) nor COM 101 nor other classes.
If sections are closed, ME students will have the option to take IET 154.
9. Spring semester should typically include missed classes from Fall (MTH, EGR, CHM and PHY), MTH 133, ENG 201.

10. All engineering students need to finish the following courses by the end of Fall of sophomore year (MTH 132, 133, PHY 145, 175, 146, EGR 120, 190) and either EGR 251 or EGR 290 and receive a C- or better grade. This (and other requirements) are crucial to be able to sign a major.

11. Fall of sophomore year should include all MTH, PHY missed the first year; MTH 232, EGR 290, EGR 251 (ME and EE), PHY 146. MTH 233 and STA 392 should be taken in Spring of sophomore year.

12. You should have a confirmed signed major before end of sophomore year.

---

**General Advising of Engineering Technology Students (Freshman/Sophomore)**

**Direction for the Student Success Center**

1. Engineering is more math intensive (5-6 courses required) than engineering technology.

2. Any student admitted to CMU can sign any ET major upon admission by CMU.

3. All engineering technology share the same courses the first year (offered every semester.)

4. All students who are firm on an engineering **technology** discipline should register for (Fall of freshman year); listed in order of importance.
   a. 1st level of math they qualify for (e.g. MTH 130),
   b. IET 154,
   c. IET 170,
   d. CHM 131,
   e. PHY 130/170
   f. TAI 170 (Group IB)
   g. ENG 101 (if no AP or CLEP),
   h. a Group IA or III A;
   i. IET 130 and/or IET 180.

5. Spring Semester of freshman year, students should register for all missed MTH, CHM, PHY, IET classes above AND PHY 131/171, MTH 132. Students may also consider IET 181 and STA 282.

6. Fall of sophomore year should generally include IET 226 and IET 279.
Appendix B :  STUDENT ADVISING GUIDE 2014-15
Advisors are assigned alphabetically by the student’s last name, EXCEPT for Mechanical Engineering students (Applies to students in sophomore, Junior and senior level courses).

ENGINEERING MAJORS

- **Electrical Engineering**
  - If not in nor completed EGR 290, send them to SSC
    (A-C) Albert Peng
    (D-M) Tolga Kaya
    (N-Z) Qin Hu
    Pre-EE/CE  Adam Mock

- **Computer Engineering**
  - If not in nor completed EGR 290, send them to SSC
    (A-M) Kumar Yelamarthi
    (N-Z) Ahmed Abdelgawad

- **Mechanical Engineering**
  - If not in nor completed EGR 251, send them to SSC
    Students currently in EGR 489 - **Lerch**
    Students in EGR 355/6  Xi & Langenderfer
    Students in 251  Dan Chen/Ishraq Shabib

- **Engineering Science: Biomedical**
  - If not in nor completed EGR 251, send them to SSC
    (A-Z) Qatu / Langenderfer

ENGINEERING TECHNOLOGY MAJORS
For all engineering technology majors: if not in nor completed IET 226, 279 or 291, send them to SSC

- **Construction Management**
  (A-Z) David Lopez, Bruce Frost

- **Industrial Technology Management:**
  Manufacturing Technology / Industrial Engineering Technology
  (A-Z) Dru Wilson; Molu Olumolade

- **Industrial Technology Management:**
  [Computer-Aided Product Design] / Product Design Engineering Technology
  (A-Z) David Kelley; Samson Lee

- **Mechanical Engineering Technology**
  12/13 bulletin year or later A-G Tanbour
  12/13 bulletin year or later H-Z Cheng
  11-12 bulletin year or EARLIER Wilson

MINORS

- **Industrial Safety**
  David Kelley; Molu Olumolade

- **Industrial Technology w/ Computer Science**
  Dru Wilson

- **Industrial Technology w/ Construction**
  Bruce Frost

GRADUATE PROGRAM

- **Industrial Management & Technology MA**
  David Lopez, Coordinator