



ENGINEERING UNDERGRADUATE STUDIES ACADEMIC ADVISING SYLLABUS

MISSION STATEMENT

We are committed to facilitating student success by promoting positive learning inside and outside of the classroom. We strive to connect students to resources while assisting them in clarifying educational, career, and life goals. Through these efforts we aspire to enhance the educational experience of students.

*Where are you going?
What do you want to do?
And how can we help you
to get there?*

STUDENT LEARNING OUTCOMES FROM THE ADVISING EXPERIENCE

- Students will understand their degree program requirements and university policies for graduation.
- Students will understand how to navigate through and use available resources.
- Students will explore extracurricular and experiential (out of classroom) activities to enhance their education and overall college experience.

REQUIRED MATERIALS

- [Handbook for Engineering Students](#)
- [MSU Email account](#)
- [Curriculum guide for degree program](#)
- [MSU Academic Programs](#) book
- [Schedule of Courses \(web\)](#)
- [Description of Courses \(web\)](#)
- [Computer Enrollment \(web\)](#)
- [StudentEDMS \(web\)](#) / [Degree Navigator \(web\)](#)

STUDENT RESPONSIBILITIES

- Take ownership of your education
- Follow through with tasks
- Learn policies, procedures and requirements
- Read your MSU email often
- Make an appointment to meet with your adviser at least once a semester
- Manage your time and workload appropriately
- Be on time and prepared for your appointment – if you arrive more than 10 minutes late, you may not be able to meet with your adviser and may need to reschedule

ADVISER RESPONSIBILITIES

- Help you define your academic and career goals
- Provide you with accurate academic and curriculum information (change is constant!)
- Help guide you in making life decisions
- Assist you in the career development process
- Teach you how to identify and use campus and Engineering resources

CONTACT INFORMATION FOR ENGINEERING ADVISING CENTER

Office: 1410 Engineering Building, East Lansing, MI 48824-1226
Phone: (517) 355-6616 ext. 1 Fax: (517) 432-1356
Website: <http://wwwdev.egr.msu.edu/undergraduate/advising>
Email: egradv@msu.edu
Office Hours: 8am – 5pm, Monday through Friday, except on official University Holidays

ACADEMIC ADVISERS

Students Served	Adviser	To Make An Appointment
Applied Engineering Science (and Honors) Biosystems Engineering (all students) Engineering No-Preference (Last names H – O)	Elaine M. Johnson	(517) 355-6616 ext. 1
Chemical Engineering (all students) Materials Science and Engineering (all students)	Cynthia Sarver	(517) 355-6616 ext. 1
Civil Engineering (all students)	Dan King	https://ntweb11.ais.msu.edu/L1101/Student/
Computer Engineering - Freshmen Electrical Engineering - Freshmen Engineering No-Preference (Last names A – G)	Monica Fochtman	(517) 355-6616 ext. 1
Computer Engineering - Sophomore – Senior Electrical Engineering - Sophomore – Senior	Sean Fochtman	(517) 355-5242
Computer Science (all students)	Teresa VanderSloot	https://ntweb11.ais.msu.edu/L1101/Student/
Engineering No-Preference Honors	Bernadette Friedrich	(517) 355-5163
Mechanical Engineering - Freshmen - Sophomore	Carmellia Davis-King	(517) 355-6616 ext. 1
Mechanical Engineering Junior and Senior	Gaile Griffore	(517) 355-3338
Engineering No-Preference (Last names P – Z)	Amanda Idema	(517) 355-6616 ext. 1

NOTE:

NO ADVISING APPOINTMENTS WILL BE MADE VIA EMAIL. YOU MUST USE THE PHONE / WEB ADDRESS IN THE TABLE ABOVE TO SCHEDULE AN APPOINTMENT.

To assist you in preparing for your advising visit regarding course scheduling, please complete the worksheet found at http://wwwdev.egr.msu.edu/files_egr/scheduleplanningworksheetSS08.pdf (or something similar), noting the classes you plan to take. If your advising visit is about something other than scheduling, please prepare a list of questions and topics in advance of your meeting.

QUICK QUESTION?

Try the Frequently Asked Advising Questions at <http://wwwdev.egr.msu.edu/undergraduate/advising>

YOU SHOULD *EMAIL* YOUR ADVISER IF:

- You are responding to a message sent from your adviser regarding opportunities or programs
- You are responding to an email from your adviser seeking a response or clarification
- You are away from MSU on an internship, study abroad, etc. and need information or advice

YOU SHOULD *MEET WITH* YOUR ADVISER WHEN:

- You want advice about class scheduling, curriculum information, and procedures for taking summer classes elsewhere
- You think you may need to drop or repeat a class, or withdraw from school entirely
- You are considering changing your major
- You need help in defining and discussing your academic and career goals
- You need help identifying and using various engineering and campus resources
- You are struggling academically, socially, or emotionally and need someone to talk to
- You don't know where else to turn for help

STUDENT LEARNING OBJECTIVES

BY THE END OF	YOU SHOULD KNOW	YOU SHOULD HAVE
First Year	<ul style="list-style-type: none"> ☞ How to find and meet with your adviser ☞ There are college and university resources to support you ☞ How to review course restrictions and prerequisites and enroll for classes ☞ Engineering college admission requirements ☞ How to find Study Abroad opportunities 	<ul style="list-style-type: none"> ☞ Completed final selection, or strongly leaning toward a specific major ☞ Met with your adviser for your 2nd-year scheduling ☞ Checked your MSU email account on a daily basis
Second Year	<ul style="list-style-type: none"> ☞ How to explore career paths, graduate school and resources ☞ How to find undergraduate research and experiential educational opportunities ☞ How to access the degree audit system (EDMS or Degree Navigator) ☞ How to assess your academic standing and progress toward graduation 	<ul style="list-style-type: none"> ☞ Met the entrance requirements for Engineering college admission ☞ Met with your adviser for your 3rd-year scheduling ☞ Explored experiential educational opportunities
Upper Class	<ul style="list-style-type: none"> ☞ How to meet with a career counselor ☞ How to continually develop your out-of-the-classroom experiences ☞ Your clear coursework path through to graduation 	<ul style="list-style-type: none"> ☞ Met with a career counselor ☞ Met with your adviser for your 4th-year scheduling ☞ Sought opportunities to mentor freshmen and sophomore engineering students ☞ Met with The Center in 1340 Engr Bldg to begin your job search
Graduating	<ul style="list-style-type: none"> ☞ How to apply for graduation ☞ How to finalize your post-graduation plans ☞ How to maintain a connection to the College of Engineering after graduation 	<ul style="list-style-type: none"> ☞ Graduation degree check with academic adviser ☞ Applied for graduation (can be done several terms in advance)

FALL 2008 – SUMMER 2009 ACADEMIC CALENDAR

	Fall Semester 2008	Spring Semester 2009	Summer Semester 2009		
			Full Session	Session One	Session Two
Classes Begin, \$100 late enrollment fee begins	Mon, 8/25	Mon, 1/12	Mon, 5/18	Mon, 5/18	Mon, 7/6
Martin Luther King Day University open, classes cancelled		Mon, 1/19			
Holiday-University Closed	Mon, 9/1				Fri, 7/3
End of Tuition Refund	Thu, 9/18	Fri, 2/6	See online calendar for exact dates		
Deferred Payment Due		Mon, 3/3			
Holiday-University Closed			Mon, 5/25	Mon, 5/25	
Middle of Semester	Tue, 10/14	Wed, 3/4	Fri, 7/6	Wed, 6/10	Wed, 7/28
Spring Break		Mon, 3/9-Fri, 3/13			
Holiday-University Closed	Thu, 11/27 Fri, 11/28		Fri, 7/3		
Classes End	Fri, 12/5	Fri, 5/1	Thu, 8/20	Thu, 7/2	Thu, 8/20
Final Exams	Mon, 12/8-Fri, 12/12	Mon, 5/4-Fri, 5/8	Last Class Day	Last Class Day	Last Class Day
College Admission Application Due	Fri, 12/12	Fri, 5/1	Last Class Day		Last Class Day
Commencements	Fri, 12/5 Sat, 12/6	Fri, 5/8-Sun, 5/10			
Holiday-University Closed	Thu, 12/25 Fri, 12/26				
Holiday-University Closed	Thu, 1/1 Fri, 1/1				



Michigan State University • College of Engineering
 Engineering Undergraduate Studies
 1410 Engineering Building
 East Lansing, MI 48824-1226
 Phone: (517) 355-6616 ext. 1 • Fax: (517) 432-1356
 Email: egradv@msu.edu • Web: <http://wwwdev.egr.msu.edu/undergraduate>
 Last Revised: 8/20/08