

News for MME students entering 2nd Year MECH in 2019-2020

In my role as the Undergraduate Program Assistant in MME I, Jacquie Brown, welcome you into our program and hope this prepared email reference may help with any program/registration queries you may have on your return to school. Most of you will not need to actually have to choose an optional course or two for your registration, but if you are not following a typical program this may be the case. Typically, second year MECH is a common course load that all students are block enrolled into and the first day of class for the 2019-2020 academic session this year is **Thursday, September 5 !**

The MECH Main Office is just as you walk into McLaughlin Hall (at the foot of University Avenue on Stuart Street,130) ... you will find us directly ahead in Rm. 201. My office is within this area in Rm. 201B.

MECH Undergraduate website can be found here... <https://me.queensu.ca/>

The MECH Advisor email is MECH.Advisor@queensu.ca

Information / Help in Alphabetic order ...

APSC 200/293 – MECH students generally take these courses in the winter term and are block-enrolled. Students are not able to register themselves into them therefore it is imperative that students email MME.Advisor@queensu.ca for assistance. All students must be enrolled in time for their first day of class. If you do not get block enrolled it is important that you refer to the general information wiki for this course ... <https://wiki.queensu.ca/display/apsc200293>.

Block enroll – June and July (This is the time when students are block enrolled into their core courses for their year and option providing their account is not on hold). Only courses that students already have the pre-requisite course(s) in place will be loaded into student schedules. If students are writing supplemental exams either by choice or to complete incompletes (INs) , they may require assistance with adding the upper course that required the supplemental exam course as the pre-req via a request to MME.advisor@queensu.ca.

Calendar (2019-2020 Academic) –

<https://calendar.engineering.queensu.ca/>, any changes resulting from this release will be updated online.

Changes required after Block Enroll – At times students will find that they have been enrolled into courses they have either already completed, or do not plan on taking this academic year, or have the wrong year level enroll. If the case, try to drop yourself from courses you have already taken, or do not plan on taking, and attempt enrollment into the courses required. Any assistance that is required with this task should be addressed to MME.Advisor with explicit instructions of which courses are required along with their related components (Lec, Tut, Lab) with students full name and student number.

CIB (Certificate in Business) –

https://smith.queensu.ca/academic_programs/certificate-in-business/

Component (Lec, Tut, Lab) Change Requests – Can only be considered and permitted under extenuating circumstances, and if space allows. Upsetting the block enroll also upsets the section balance and not all requests can be accommodated.

Courses you may be unable to enroll in yourself on SOLUS due to a number of reasons:

- **Permission of instructor** If the case the student must email the course instructor requesting permission. If permission is granted, forward the email to MME.advisor@queensu.ca for assistance.
- **Limited enrollment** Typically with non-engineering courses ... If a course is full or temporarily locked for their own programs students, there may be a chance that space opens up at a later time. Best to choose an alternative, but check back regularly on the enrolment in the course.
- **Wait Lists** If you added yourself to a wait list (only available to student in non-engineering courses), ensure you check up on the status and outcome of the request prior to the financial drop deadline.
- **Missing pre-requisite** In most cases students must receive permission from the course instructor to take the course without the missing pre-requisite(s). If an approved email or form was received, send the request to MME.Advisor for registration assistance.

- **Timetable conflict** In most cases, students must receive permission from the course instructor to take the course without being able to attend all of the course components. Send your email approval or form from the course instructor to MME.Advisor for registration assistance.

Dual Degree – <https://my.engineering.queensu.ca/Current-Students/dual-degrees>

Enrolment appointments – Effective July 8, undergraduate students will be issued two enrollment appointments. **The first enrollment appointment will end at 11:30 pm on July 24.** Reserve capacities will be enforced. Log on to SOLUS to find your Shopping Cart and Enrollment Appointment times. This is also the time you can begin loading your Shopping Cart with courses.

*Click on the “**Enrollment Appointment**” link in the right panel on the home screen. You will locate it under the “Enrollment Dates” heading. This is the specific time in July when you can start adding your chosen course(s). In the Student Centre in SOLUS you will find your course selection window timeline aka Enrollment Appointment. On that date you can personally attempt registration into your chosen courses for both the fall and winter terms.*

English Proficiency Test (EPT) do you still need this? NEW this year, this is now a course (APSC 199) and all students still requiring this component will automatically be enrolled into this OnQ course. This is a mandatory requirement for your degree and if you have further queries please contact the Faculty of Engineering and Applied Science office directly in BMH 300.

Exchange - Queen’s students are able to apply for an approved exchange, typically not until 3rd year in the winter term. If approved, all students should contact MME. Advisor for assistance with the process and further information can be found here ...

<http://my.engineering.queensu.ca/Current-Students/Exchange-Programs/index.html>

Faculty of Engineering and Applied Science (FEAS) web site – <http://my.engineering.queensu.ca/Current-Students/index.html>

Faculty Policies and Regulations –

<https://calendar.engineering.queensu.ca/content.php?catoid=8&navoid=207#faculty-policies>

First year course requirement still? Neither you nor the dept. can add first year courses to your schedule. To request registration into first year courses, take your completed upper year timetable to the FEAS (Faculty of Engineering and Applied Science Office), Rm. 300, Beamish Munro Hall for assistance. Any registration forms requiring the MME UG Chair signature can be left for the attention of the Program Assistant in the new MECH Main Office, Second Floor, McLaughlin Hall main entry. On topic of first year, note too that if you have an NC in APSC 100 it is my understanding that you must enroll in the course even if you only have one module to complete. For verification, please visit the FEAS Office.

Forms Online ... including academic and registration

forms: <http://my.engineering.queensu.ca/Current-Students/forms-online.html>

Important Dates –

<https://calendar.engineering.queensu.ca/content.php?catoid=8&navoid=204>

Internship Program (QUIP) – Qualifying Queen's students are also **able to apply** for internship... typically best after 3rd year, but completion of 2nd year is also possible. Any internship forms that require approval should be dropped off to the attention of myself in the MECH main office. Further information on internships can be found here ...

<http://my.engineering.queensu.ca/QUIP/index.html>

Open Enrolment – beginning August 20 ... This is the time when all students can add and drop classes.

Program Requirements – Student Advisement on SOLUS is often misleading. It appears that the program requirement part of SOLUS is sometimes indicating that your ANY course at Queen's (of which you are allowed a total of 6.5 credits) is being used by a course or courses you may need as core in your program. This of course is not the case and your ANY course(s) which are allowable as part of your total technical elective

requirements for your option, 23.5 or 27 respectively, cannot be a course that you need as core in your program. The ANY course credits can be courses in any Queen's course calendar or additional courses from the Technical Elective or Complementary Study course lists. Note that a number of students find themselves only taking a total of 6.0 credits of ANY courses ... if the case, be sure to remember that the remaining .5 credits needs to be made up elsewhere, typically by additional credits of technical elective course credits.

2nd year MECH curriculum (regardless of your option) has changed ...

MECH students no longer take MTHE 225, 272 and ELEC 210 in their second year as MECH has rolled out several new courses this year, along with splitting up the MECH 270 labs into a separate course, MECH 273. As a result of this it is therefore very important that you ensure you are enrolled in the new curriculum for the Class of 2022 and use the Class of 2022 MECH program guidance in the new academic calendar.

Fall term

MECH 202
MECH 213
MECH 217
MECH 221
MECH 230
MECH 270

Winter term

APSC 200
APSC 293
MECH 203
MECH 210
MECH 228
MECH 241
MECH 273

* If students took core course equivalents that had fewer credits than required in first year, these must be made up by taking additional technical elective or complementary study course credits!

Total Complementary Study Requirements:

MECH students typically will not take an additional course in second year but complementary study courses are a required component of your program. The chart in the new calendar includes comp study units that are covered in some of your core courses, note that this can be confusing! The main reference is clicking on the List A Courses, List B courses, etc. The reason is that many of these requirements are met in the core courses of your program and the only other total requirement for all option students is the following:

A minimum total of 6.0 credits from List A – HSS (typically two courses)
A minimum total of 3.0 credits from any of the lists A – HSS, B - LNK, C - PAL or D – MNGT, (typically one course) for a total requirement of 9 credits.

Note that a fair number of the Arts electives may initially be locked for students in core Arts programs. Students are encouraged to keep checking SOLUS for availability as sometimes space opens up close to the beginning of term.

Technical Elective and Course Information for 2019-20:

All courses and their term offering will be clearly displayed in the new calendar. Be sure to use the new calendar as term offerings can change from year to year.

Registration – July 15 – 24 ... The time when students can access SOLUS for registration so long as their Enrolment Appointment is valid during that time.

Registration Pause Day (NEW) – July 25 ... Wait lists will continue to run, but enrollment is closed to students and administrative staff.

Registration Closes – August 2

Any student requests for assistance with registration must include their full name, student number and complete specifics about the course and related specific components.

Regulation and probation letters – By now you might have received, or will receive, a letter from the Associate Dean (Academic) outlining your status on entering into our program. It is important that all of the requirements on the letter are adhered to ensure the hope of a successful academic year. A fair number of times students are put on reduced course loads and this is something that quite often helps a student gain confidence which in turn allows them to succeed better as they move through the program. If reducing your load is something you are interested in doing, please email MME.Advisor for assistance.

Sessional Dates –

<https://calendar.engineering.queensu.ca/content.php?catoid=8&navoid=205>

Substitution of Courses... On occasion students may find they have interest in courses at Queen's that are not on the MECH Technical Elective lists and are not being used as their ANY course at Queen's. If the request is to have it approved as either a List 1, 2, 3 or 4 course, the process is called a course substitution and it is a generalized request, not course specific. The form required is here

[http://my.engineering.queensu.ca/Current-](http://my.engineering.queensu.ca/Current-Students/CourseSubstitutionRequest.pdf)

[Students/CourseSubstitutionRequest.pdf](http://my.engineering.queensu.ca/Current-Students/CourseSubstitutionRequest.pdf) and completed forms, which should include the course description, should be sent to the attention of MME.Advisor. Students may also request to take a course that is offered outside of Queen's, and the form and process is the same, but there is an application fee for each Letter of Permission (LOP) at each institution where the courses are to be taken. **If core course requests are being considered, it is important that the student find as much about the non-Queen's course and it is highly likely that the student needs to approach the Queen's core instructor requesting they sign off the equivalent before the MECH UG chair signs.**

Supplemental exams – If you choose/need/are eligible to take a supplemental exam in September and you submitted the application form, and receive an email approval from FEAS, all exams are on either September 3, 4 and 7 in Walter Light Hall. If too you received an approved IN (incomplete) in a course or two, you will be writing with the supplemental

exam students. Note that the last day to change your mind to write a supplemental exam is August 16 ... drop your request before this date and you will not be charged. (Only two supplemental exams per calendar year are allowed, and a total allowance of three in your program, unless approved otherwise).

Timetable (2019 – 2020) – was released June 14... MECH Composite timetables can be found here ...

<https://me.queensu.ca/Undergraduate/Advice/index.html>

Transfer student and you had TR CRs applied with your entry into engineering or Queen's? It is important that none of these previously used TR CRs are used towards your ANY course allowance in your MECH program towards your total technical elective count (for example BIOL 102 may be an example and this cannot be used twice). If you have concerns regarding anything pertaining to your transfer, please contact MME.advisor@queensu.ca.

Tuition and Fees – <http://www.queensu.ca/registrar/financials/tuition-fees>

Make every effort to pay your tuition fees on time by the deadlines required !! ... If not, block enroll will not take place and you may run into jeopardy when registering into the classes required for your year and program due to space

Undergraduate Chair, Advisor or Head Signature – If a student has a form that needs to be approved and signed by the MME Undergraduate Chair, Dr. Darko Matovic (Fall term) or Dr. Gene Zak (Winter term), or the Head, Dr. Keith Pilkey, please drop off in the MECH main office for the attention of Jacquie Brown.

I will circulate any additional information to you when and if applicable, and if you do have to contact MME.Advisor for anything, please clearly state your full name or student number so replying is efficient and easier.

To close I'm hoping that all of you are enjoying the warmer, drier weather and yes tomorrow is the first official day of summer and there's still lots of time to relax before registration begins.

Thank you for reading this information ... please do keep somewhere for future reference, and again WELCOME to MECH !

Jacquie Brown

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All student enquiries should be directed to the advisor email (above) and should

always include a full name and student number.

Note that as a Student Advisor I am happy to provide you with my assistance and advice;

however, please note that each student is personally responsible for meeting the

graduation requirements of her/his own program!