

## **News for MME students entering 3rd Year MECH in 2019-2020**

As you return to your studies in Mechanical Engineering this September, in my role as the Undergraduate Program Assistant in MME, I (Jacquie Brown) have prepared this email reference for you in the hopes it may help with registration and your transition back to school. If you haven't had to choose many optional courses for your registration, and this is something relatively new for most of you and it could be causing you some stress and worry. I'm also beginning to get students contacting me wondering about registration, so I therefore felt it timely to share the following with you in preparation for your first day of class for the 2019-2020 academic session which this year is **Thursday, September 5 !**

The MECH Main Office is now 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/>

### **IMPORTANT:**

- **Most of you did not complete ELEC 310 F when offered as this course was removed last year, instead the credits have been replaced by 3.5 additional credits of technical electives which can be an ANY course if students choose, or a technical elective from the lists, or a complementary study course from the lists. As a result of this change, all option students require an additional 3.5 credits of technical electives, for example ME1 and ME2 option students would require a total of 23.5 plus 3.5 = 27 tech elec credits, while ME3 would require a total of 20.0 plus 3.5 = 23.5 tech elec credits.**
- **MTHE 367 W will be offered this year but it may not be offered in the future. MECH is rolling out three new math courses that will cover all three current MTHE courses currently in your curriculum (MTHE 225, 272 and 367) for the incoming Class of 2022. As a result, any student who still requires this course as core in their program is encouraged to take this coming academic year if at all possible.**

## Information / Help in Alphabetic order ...

**Application to Graduate?** If you are a student who will complete your program requirements for the Fall 2019 Convocation, it is important you apply when prompted on SOLUS over the next couple of months. If you are returning for the Fall term and will not complete your program requirements until the end of December, you will apply the same time as the majority of fourth years when prompted on SOLUS for the Spring of 2020.

**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](mailto: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/](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](mailto: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 Enrolment 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 3<sup>rd</sup> 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 3<sup>rd</sup> year, but completion of 2<sup>nd</sup> 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>

**Internship** – Are you **away** this year? If so it is important you check you have not been block enrolled into courses you will not be taking. If so, these courses must be dropped by the financial deadline in the Sessional dates for 2019-20 which is Sept 19.

**Internship** – Are you **returning** from an Internship this year? If this is the case, ensure you have been block enrolled, and if not, and your tuition account is not on hold, contact MME.Advisor for assistance with ensuring a registration segment is opened for you.

**MECH courses to date that are not offered in 2019-20 due to instructor unavailability, updates will be sent as soon as available:**

MECH 333 – Gender, Engineering and Technology  
MECH 441 – Fluid Mechanics III  
MECH 455 – Computer Integrated Manufacturing  
MECH 456 – Introduction to Robotics  
MECH 480 – Airplane Aerodynamics and Performance  
MECH 484 – Introduction to Ceramics

*Term Change:* **MECH 492 – Biological Fluid Dynamics is offered in the Fall Term, NOT the Winter Term** as may be stated in the calendar.

**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.

### **Third Year MECH ...**

#### Common Core:

##### **Fall**

MECH 321

APSC 221 (unless you took in the summer and if the case it will likely be your responsibility to drop this course and replace with something else, if desired)

MECH 328

MECH 398 (MECH 396, if in the ME2 materials option)

Elective (typically an ANY course or complementary study, but could be a technical elective if one is found that is appropriate and fits into your schedule)

##### **Winter**

MECH 323

MTHE 367

MECH 350

MECH 346

MECH 399 (MECH 397 if in the ME2 materials option)

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

#### Option Core:

ME1 – MECH 330 F and MECH 341 W  
ME2 – MECH 370 F and MECH 371 W  
ME3 – MECH 393 F and MECH 394 W

Even though the option required core courses are on List 1 of the technical electives, they do NOT count in your total technical elective count as they are core to your program requirements!

Even though 3<sup>rd</sup> year MECH Winter term has six courses, some students decide to take APSC 381 – Advanced Design and Skills for Innovation (a 3.5 credit List 1 tech elec) as this allows them to choose APSC 480 FW in place of their Fourth Year Final Year Project Course(s) MECH 460, MECH 464 and (MECH 462 if in ME3). Take note of the following of how taking APSC 480 will affect you in 4<sup>th</sup> year ...

ME1 and ME2 students receive CR for all of their 4<sup>th</sup> year core courses, MECH 460, MECH 464 along with a 3.5 credit List 1 Technical Elective course

ME3 students receive CR for all of their 4<sup>th</sup> year core courses, MECH 460, MECH 464 and MECH 462

Also offered in the Winter is MECH 361 – Project Based Engineering: Conceive, Design, Implement and Operate (a 3.5 credit List 1 tech elec). Note that this course is only applicable to students who are heavily involved in the student teams and application to the course coordinator is due sometime in October.

*Total Complementary Study Requirements:*

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-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](mailto: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 today 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 !

*Jacquie Brown*

for MME Advisor,  
Dept. of Mechanical and Materials Eng.  
McLaughlin Hall, Rm. 201B  
Queen's University,  
Kingston, ON  
K7L 3N6  
Email: [MME.advisor@queensu.ca](mailto:MME.advisor@queensu.ca)

*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!*