

# Mechanical and Industrial Engineering Department

## *Student Pre-advising Checklist*

In order for you to more effectively prepare for advising, please take the time to plan your academic career. **You must sign up for an advising slot on the sheet outside your advisor's door.** Please be considerate and sign up at least one day in advance of your appointment so that your advisor can plan ahead.

Please come to advising with the following items completed and ready to discuss with your academic advisor:

- Your intended graduation date.
- Download and print the flowchart applicable to your situation. Because the department is changing so many of the courses, please print out both an old and a new flowchart.
  - Put an X through the classes that you have completed.
  - Put a diagonal through the classes that you are currently taking.
  - Circle the classes that you intend to take in the upcoming semester.
  - Please indicate the semester in which you plan to take the remaining classes by writing F or S for fall or spring semester, and the last two digits of the year. For example: F07, would indicate you plan to take that class in the fall semester of the 2007 academic year.
    - If you are a freshman, or sophomore, this step is not necessary, but is still recommended.
- Please review the potential courses you need in your liberal education course requirements at <http://www.d.umn.edu/catalogs/current/umd/libedprog.html>
  - Please understand that as a mechanical or industrial engineering major, that you will complete most of your liberal education requirements as you fulfill your degree requirements. You still must fulfill the following categories in the liberal education program:
    - Category 7 – Historical and Philosophical Foundations
    - Category 8 – Contemporary Social Issues and Analysis
    - Category 9 – Literary and Artistic Expression: Analysis and Criticism
    - Category 10 – Literary and Artistic Expression: PerformancesNote that if you complete two Category 9 courses, (from different disciplines), that you are not required to complete a Category 10 course.
    - One of your lib ed courses must be a single asterisk and one must be a double asterisk.
- Review the Frequently Asked Questions on the website here to avoid questions about situations that have already been encountered.
- Please print out a copy of your unofficial transcript to show your grades to your advisor. You can access it at: <http://www.d.umn.edu/registrar/transcripts.html>
- You can access your APAS report (progress toward graduation) at <http://www.d.umn.edu/students/>. If you are in lower division, your APAS will require you to select a major for it to generate the report.