UNIVERSITY

Important university dates

Each semester, Michigan Tech has important dates regarding course schedule changes. These are based on the week of the semester (i.e., Orientation week is Week 0, the first week of classes is Week 1, etc.). Below is a list of these important dates (Add and Drop refer to adding and dropping a course):

- Last day to Add to Class: Week 1
- Last day to Add: Wednesday, Week 2
- Last day to Drop with a refund: Wednesday, Week 2
- Last day to Drop with no record: Friday, Week 3
- Last day to Drop (Withdraw) with a W grade: Friday, Week 8

Michigan Tech language and acronyms

As with every type of organization, Michigan Technological University (also known as “Tech,” “MTU,” and “Michigan Tech”) has a unique language and associated acronyms. The following are some definitions to help you learn Michigan Tech’s unique language.

- Admin: Administration Building
- audit: Taking a course without credit or grade
- by ARR or by arrangement: Student is able to set the time of the class or appointment
- co-curricular: A physical activity course, such as skiing or swimming
- co-op: Professional activity supervised by an experienced professional in a job that places a high degree of responsibility on the student
- co-req or Co-requisite: A course that MUST be taken in combination with the given course
- CRN: Course Registration Number
- degree audit: Form to fill out that lists all the classes to complete a given degree
- DHH: Douglass Houghton Hall, the smallest residence hall
- diff EQ: Differential equations course
- EERC (pronounced "erk"or "E-E-R-C"): Electrical Energy Resources Center
- Gates: The tennis center located near the SDC
- GPA: Grade Point Average
- GRE: Graduate Record Examination taken as a senior for acceptance to graduate school
- HASS (pronounced “hass”): Humanities, Arts, and Social Sciences courses that count toward General Education requirements
- Heights: Daniell Heights Apartments
- internship: Summer job within engineering or another given field
- late drop: Dropping a course after the drop date because of extenuating circumstances
- McNair: Residence hall on the east end of campus
- MUB: The Memorial Union Building
- pass/fail: A grading option for assessing student performance in a course. Taking a course where the grade is not calculated into the GPA and credits may only be counted toward free elective credits in the degree requirements
- PE or Professional Engineer: Licensed engineer that can offer his/her services to the public
- pre-req or prerequisite: A course that MUST be taken prior to taking the given course
- pre-req (C) or concurrent prerequisite: A prerequisite course that MAY be taken during the same semester (concurrently) as the course for which it is a prerequisite
- SDC: Student Development Complex; athletic facility on campus
- special topics course: A class format that allows for special title and focus, which may be different from section to section and from semester to semester
- TBD or To Be Determined: Time offer of a class that will be scheduled around all registered students’ schedules
- Union: Memorial Union Building
- USG: Undergraduate Student Government
- Wads: Wadsworth Hall, the largest residence hall
- Walker: The Walker Arts and Humanities Center
- diff EQ: Differential equations course
- EERC (pronounced "erk"or "E-E-R-C"): Electrical Energy Resources Center
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ACADEMIC

Writing professional e-mails

Professional e-mails (those going to a professor or to a prospective employer) are different from personal e-mails or text messages in several ways.

- Include a descriptive and detailed subject line for the e-mail. See the following examples:

-- Poor: I have a question
-- Better: ENG1101 Homework
-- Best: ENG1101 Homework due 9/5/2009, Problem 3.5

- Address the person you are e-mailing (e.g., Hello Dr. Smith,).

- Use full sentences.

- Use capitals and punctuation.

- Do not shorten words (i.e., use “you” instead of “u”).

- Spell check the e-mail.

- Sign the e-mail.

Here are some tips for e-mailing questions to a professor or an academic advisor.

1. Explain who you are and what you need help with. Include any important background information.

2. List your questions in a numbered list rather than paragraph format. It is easy to lose questions in a paragraph.

3. Sign your full name, course, day and time of course, or your full name and major.

CAREER

Looking ahead: preparing to get a job

It’s not too early to start preparing for a summer job; plan ahead for the 2009 Fall Career Fair. Prepare a resume and polish your interview skills (see details on the web at www.career.mtu.edu):

- Build a Strong Resume: MUB Ballroom A, September 9, 6pm
- Interview Idol: MUB Ballroom A, September 16, 6pm
- Benefits of a Co-op or Internship: MUB Ballroom A, September 22, 6pm
- Fall Career Fair: SDC, September 29, noon – 6pm

Watch for more details on career professionalism in future newsletters.

EDITOR: Amy Monte

- Phone: 906.487.3057
- Office: 112C Dillman
- e-mail: engadvisor@mtu.edu
- Web: www.geneng.mtu.edu/newsletter.html