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., 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: Friday, Week 1
- Last day to Late Add: Wednesday, Week 2
  - Late Add requires a signature from the instructor of the course
- Last day to Drop with a refund: Wednesday, Week 2
- Last day to Drop with no record on your transcripts: Friday, Week 3
- Last day to Drop (Withdraw) with a W grade: Friday, Week 8

For other important dates go to:
www.admin.mtu.edu/em/services/calendar

Repeating Courses

If a grade of CD or below is earned in a course, the course may be repeated. By repeating a course, students have the opportunity to learn the material better, which will help them in future courses as well as improve their GPA. For more information on repeating courses, see the December newsletter (www.geneng.mtu.edu/newsletter).

ADVISING

Taking Summer Classes

Some students take summer classes at Michigan Tech to replace a grade, to lighten the credits of a future semester(s), or for a great excuse to enjoy the Copper Country summers. Summer 2009 course offerings at Michigan Tech are now available at www.admin.mtu.edu/em/students/plan/.

When you are scheduling, please note that some courses run the full summer semester and some run the first or second half of the semester. The dates the course will run are listed on-line when you register. Keep in mind a half-semester course requires the full amount of work in half the time (i.e., the course is taught at an accelerated pace).

If you do not want to stay at Michigan Tech for the summer, but would like to take courses, there are two other options. You can take Michigan Tech courses on-line (www.techonline.mtu.edu), or you can take classes at another college and transfer them back to Michigan Tech (www.admin.mtu.edu/em/students/records/transfer.php).

Before taking a class at another college or university, you should check with the Michigan Tech Transfer Office to be sure that it will transfer as the course you need.

Studying and Traveling

Participating in the Study Abroad or National Student Exchange programs can be an exciting and life-changing experience. Preparing ahead of time is critical as the process requires coordination from many individuals and offices. If you plan appropriately, neither program should impact your graduation date.

Study Abroad

Studying abroad can be done during the summer, or for one semester or two semesters. Whether you know what country you would like to visit or simply want to know the opportunities available to you, visit the International Programs and Services (IPS) website (www.admin.mtu.edu/ips2/Study_Abroad/index.html). Once you have determined that you want to study abroad, start the process by contacting the IPS office. Courses taken abroad can be used to satisfy your degree requirements. Coordination is required among the IPS staff, your academic advisor, and other departments to determine course offerings and to get them pre-approved to transfer back to Michigan Tech. The application deadline for Summer and Fall 2009 is March 1, 2009.

National Student Exchange

The National Student Exchange (NSE) program allows Michigan Tech students to attend another US or Canadian university for one to two semesters while paying tuition to Michigan Tech. The NSE program offers students an opportunity to experience another part of the country, enjoy another climate, or to get an inside view of a potential graduate school— all while paying Michigan Tech tuition. To find a listing of participating universities, visit www.nse.org. To start the enrollment process, contact Ms. Shalini Suryanarayana (shalini@mtu.edu, 487-2262).

CAREER

Looking Ahead: Preparing to Get a Job

It’s not too early to start preparing for a summer job; plan ahead for the Michigan Tech Career Fair. Prepare a resume and polish interview skills (for details go to www.career.mtu.edu/general/calendar.php):

- **Resume ReNew:** Visit the Career Center to schedule a one-on-one appointment to review your resume. January 19-30, 9am – 5pm, appointment to review your resume.
- **Resume Facelift:** Stop in for a quick resume review. January 20, 4pm – 6pm, Douglas Houghton Hall Ballroom and West McNair Lounge. January 27-28, 10am – 2pm in the Memorial Union Commons.
- **Interview Skills:** Visit the Career Center to schedule a one-on-one appointment for a mock interview (resume required). February 9-13, 9am – 5pm.
- **Career Fair:** Student Development Complex, February 17, 11am – 7pm

For more details on career professionalism to get ready for Career Fair, see the August 2008 Newsletter: www.geneng.mtu.edu/newsletter/.

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