



College of Engineering and Computer Science
Department of Mechanical Engineering

April 2007

Dear Continuing Mechanical Engineering major,

As the Spring 2007 semester comes to an end, it is time to see your advisor to discuss your plans for next semester. This letter contains information about advisement and other items that are important to all Mechanical Engineering students. Please take the time to read it carefully.

Advisement and Registration Information

You should be receiving your registration packet from the University soon. This packet will contain your priority registration date and information about the Web-based registration system. The Schedule of Classes will be available in the Bookstore in early May. I strongly encourage you to seek advisement prior to registration. You can spend a few minutes with your advisor in order to make certain that your student file is updated, that you are remaining "on-track" with your educational goals and that you are planning a realistic schedule for the fall term. Your academic advisor is able to answer many other types of questions that you might have or send you to the appropriate resource. It is also important that every student seek academic advisement well before your registration appointment date.

Every ME major is assigned an advisor based on the last digit of their student ID. If you are not sure who your advisor is, contact the ME Department office in person (JD 4513), via email (hfm002@csun.edu) or by phone (818-677-2187). Of course, if you already are working with a ME professor as your advisor, you can continue to consult him/her. You should contact your advisor directly to set up an appointment or stop by to see them during their office hours. Keep in mind that most faculty will not be available after finals. Thus, you should contact them **before the end of this semester**.

Students currently on probation are required to seek advisement before their appointed registration time. I personally advise all probationary Mechanical Engineering students. Contact me via email (hjohari@csun.edu) to setup an appointment.

Junior/Senior Programs

When all 200 level engineering courses have been completed, you are required to begin discussing your junior/senior program with your faculty advisor. Your advisor can help you plan your schedule so that you take these courses at the appropriate time. Students must file an approved senior program before they begin taking 400 level courses. Senior program forms can be obtained from the Mechanical Engineering Department office (JD 4513).

MEP/EOP Students

All MEP/EOP students have mandatory advisement holds placed on their registration. If you are taking lower division courses (100 and 200 level) in the major, you must receive advisement from the MEP/EOP office located within the College Student Services Center/EOP (JD 1501). If you are taking upper division courses (300 level and above) in the major you only need to be advised by your departmental advisor. When advising has been completed bring your signed advisement sheet to the Student Services Center to have your hold removed.

Graduation Evaluation

Each student is required to file for a graduation evaluation (grad check) more than one year in advance of his or her actual graduation. A grad check can be requested after you have filed your senior program. Students, who plan to graduate at the end of the fall semester, must file their grad check by March 1st of that year. Students who plan to graduate at the end of the Spring or Summer semester, must file their grad check by July 1st of the previous year. The grad check will provide you with a list of the courses that you need to complete your degree. We recommend that you file for a grad check before the specified deadline. If you need to initiate your grad check, contact Giselle Aguilar in the College Student Services Center/EOP (JD 1501).

Transfer Courses

If you have taken any courses at another college or university that you believe count towards the requirements for the Mechanical Engineering major, please schedule an advisement appointment with your advisor to process your transfer evaluation. This should be taken care of as soon as the courses are completed.

Keep in mind that registration time is not the only time that you can come in for advisement. The faculty and I are always available to answer your questions as they come up during the year. There is also a good deal of advisement information on our College web page (<http://www.csun.edu/~ecsdean>). It would be a good idea to bookmark this page and check it on a regular basis to keep up to date on the latest information about our College. Starting with the CSUN 2000-2002 catalog: "A grade of C- or better is required for all courses in the major. More stringent prerequisite requirements apply to some courses."

Best wishes for a successful semester.

Sincerely,

Dr. Hamid Johari
ME Chair