New Undergraduate Student Advising Channel Tutorial

Step One (Accessing the New Undergraduate Student Advising Channel):
The online system for "New Undergraduate Student Advising" is only for reviewing all your academic advising related advising information and for working on a draft schedule, there is a separate system available on myIIT, "Registration Tools", which is actually used for registration of classes. To access the "New Undergraduate Student Advising" system, first log into the myIIT portal, and then click on the "Academics" tab.

After scrolling down, you will see a channel entitled, "Undergraduate Affairs Student System." Click the "New Student Advising" button. On the first page displayed, you will become familiar with the dynamic contents of this system and how you navigate it. Ultimately, you and your academic advisor can come up with a class schedule for your first semester at IIT that meets your academic and personal needs.

Step Two (Meeting your Academic Advisor):
At the top of the first page you will see a picture of your initial academic advisor, next to which you can find his or her contact information, including a button to email your advisor. This academic advisor will be helping you with your first semester course selection. Simply click on the email address to initiate a conversation if you haven't already.

ILLINOIS INSTITUTE OF TECHNOLOGY

WELCOME TO IIT

Reminder for Any Student

Please register for a Summer Orientation Session using the "Academic Affairs Student System" channel on the Academics tab of your myIIT logon, or contact your academic advisor to schedule an advising appointment or be advised via email.

**Advising notes for: Any Student
Mechanical Engineering**

1. The first 4 semesters of the AE, MSE and ME programs are essentially identical, allowing flexibility in choice of major, and a double major in 9 semesters.

My First Academic Advisor

Kevin Meade
Professor

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Phone: 312.567.3179

meade@iit.edu

Step Three (Math/Writing Placement, AP and Transfer Credit):
Below your advisor's contact information, you will find some academic information about yourself, including your IIT placement exam results. Your math placement is shown in the "Math" column. It reveals the IIT Math course in which you have been placed for your first semester. If you have not already done so, please go to the math placement exam link near the bottom, left portion of the page and take the exam. If you have already taken the exam and the link indicates that we have not received your results, it means that your scores have not yet been uploaded into our database. (The data on the page is refreshed at approximately 9:00 am each day.) If we have received AP exam scores from the College Board, your exam scores and IIT credit granted will show up in the AP Exam Score category. If you have received credit from other institutions, your transfer credit analysis will indicate the IIT courses that you have been granted credit for. If you feel that the list of courses is incorrect, or if you are still expecting additional official transcripts to be sent to IIT, please inform your advisor. Click on the "Click here for course descriptions" button to see the IIT Undergraduate Catalog descriptions for these courses.

Placement Exam Scores

Math	English
Transfer Credit	HUM 1XX

IIT AP, IB and Transfer Credit

IIT Course Equivalent

- MATH151
- PHYS123
- PSYC221
- PSYC222

Click here for course descriptions.

View complete Program of Study online

Step Four (Advising Notes):
In the left margin of this page, you will see specific instructions about your major program of study from your academic advisor. Please read these instructions carefully before you begin looking at the course offerings and schedule. Below the advising notes for your major, you will find some general advising notes, which are applicable to most IIT undergraduate students. You will also find links to the IIT Math Placement Exam and the Academic Bulletin.

Advising notes for: Any Student Mechanical Engineering

1. The first 4 semesters of the AE, MSE and ME programs are essentially identical, allowing flexibility in choice of major, and a double major in 9 semesters.

2. Students should take MMAE200 as soon as they have then prerequisites.

General advising notes for all IIT first-year students:

1. Writing Placement is either lower level HUM1xx or COM101/111. Lower level HUM1xx electives include HUM102 Industrial Culture, HUM104 Age of Darwin, HUM106 Life Stories

2. Mathematics Placement is either MATH151 or MATH148. Even if you placed into MATH151 (Calculus I), it is fine to elect to take the slower two semester sequence (MATH148 & MATH149). Some degrees do not require Calculus, please see your program of study or advisor for details.

3. Upper level Humanities electives (if you have AP or transfer credit for lower level) include AAH, COM, HIST, HUM, LIT, PHIL with Humanities Requirement attribute in course description.

4. Upper level Social Science electives (if you have AP or transfer credit for lower level in the same subject) include ANTH, ECON, PS, PSYC or SOC with Social Sciences Requirement attribute in course description.

5. Students with AP Calculus credit can opt to continue with our sequence where they left off, or 'go slow' and retake our version of Calculus I (MATH151), even if you have AP credit for it. This suggestion holds for any AP or transfer credit.

Step Five (Program of Study and Selecting Classes):
Back on the main page, you will see a link to view online the program of study for your major. Followed by the first three semesters of your program of study with your transfer/AP/IB credit already marked off with a check. Additionaly, you will find other selected courses that are commonly taken by first-year students depending on their major and situation. For example, if your English placement score indicates HUM1XX, you may take a Lower Level Humanities Elective in your first semester. Otherwise your English placement will indicate COM101 or COM111 for your first semester, courses found under the Communications heading. For a complete list of all courses and descriptions, see Banner Student Self Service.

Subset Program of Study

A typical full time course load is 4 - 6 classes. Please consult with your advisor to determine how many courses are appropriate for you in your first semester (you are only planning one semester now). A ✓ means you already have credit for the course. This is a planning tool only, NOT a registration tool. Only Main Campus course sections are shown.

Choose course sections below and click to view draft schedule.

Semester 1 (hrs)	ME	
MMAE100 (3)	Introduction to the Profession 💬	Section ▼
CHEM124 (4)	Principles of Chemistry I (Lecture) 💬	Section ▼
CHEM124 (0)	Principles of Chemistry I (Lab) 💬	Section ▼
MATH151 (5) ✓	Calculus I 💬	Section ▼
HUM 100	Humanities 100 level course 💬	see below or Banner Self Service
Semester 2 (hrs)	**ME**	
MS 201 (3)	Materials Science 💬	Section ▼
MATH152 (5)	Calculus II 💬	Section ▼
PHYS123 (4) ✓	General Physics I 💬	Section ▼
CS 104 (2)	Intro to Computer Programming for Engineers 💬	Section ▼
SOC el1 ✓	Social Science Elective 💬	see below or Banner Self Service
Semester 3 (hrs)	**ME**	
MMAE200 (3)	Introduction to Mechanics 💬	Section ▼
MMAE232 (3)	Design for Innovation 💬	Section ▼

Step Six (Draft class Scheduling):
The pull-down menus provide the course section number, days, and times the course meets, Instructor name and whether the course is currently Open or Closed. (Note that TR means Tuesday and Thursday.)

Semester 1 (hrs)	ME	
MMAE100 (3)	Introduction to the Profession	02 TR 1350-1505 Vural Open ▼
CHEM124 (4)	Principles of Chemistry I (Lecture)	03 MW 1125-1240 Tanner Open ▼
CHEM124 (0)	Principles of Chemistry I (Lab)	Section ▼
		Section
		L01 T 0835-1115 Panosyan Open
MATH151 (5) ✓	Calculus I	L02 M 1350-1630 Panosyan Open
		L03 T 1350-1630 Panosyan Open
HUM 100	Humanities 100 level course	L04 R 1350-1630 Panosyan Open
		L05 F 1350-1630 Panosyan Open

After selecting an individual course or a series of courses using the pull-down menus, you can select the "View draft schedule" button near the top or bottom of the course listings. Here you will see a summary of your schedule and a calendar that will help you identify scheduling conflicts between courses. Courses are blocked in yellow on the calendar, with the top portion of each yellow rectangle colored either green or red--green indicates that the course is open, red closed. If a course is closed, and you and your advisor have determined that you need the course your first semester, you can get on the waitlist for the course in the registration system. We will do everything possible to accommodate you.

When you think you have a workable draft schedule, you can save it by clicking on the "Email me my draft schedule" button. Your draft schedule will then be sent to your IIT email address. I encourage you to discuss possible schedules with your advisor during a one-on-one appointment (or via email). Once your advisor approves of your schedule, he/she will provide you with an "alternate pin". You can then officially register for your courses using Banner Student Self Service. http://retention.iit.edu/resources/Banner_Student_User_Guide.pdf for a short tutorial on how to use Banner.

After July 20, International Students <u>cannot</u> register themselves until they check in on campus with the International Center. After approval of courses by their academic advisor, International Students should email Matthew Bauer, Director of Undergraduate Academic Advising at bauerm@iit.edu to be registered.

Draft Schedule

Course	Call #	Cr Hrs	Days 1	Start 1	Stop 1	Days 2	Start 2	Stop 2	Seats
MMAE100-02	11012	3	TR	1350	1505				29
CHEM124-03	10156	4	MW	1125	1240				28
CHEM124-L01	10158	0	T	0835	1115				32
MATH152-04	14859	5	MWF	1000	1115	R	1000	1115	24
HUM102-03	10884	3	MW	1350	1505				16

Total Hours = 15

Email me my draft schedule

Red below indicates a closed course.

Time	M	T	W	R	F
8:00					
8:15					
8:30		CHEM124-L01			
8:45		0835--1115			
9:00		↓			
9:15		↓			
9:30		↓			
9:45		↓			
10:00	MATH152-04	↓	MATH152-04	MATH152-04	MATH152-04
10:15	1000--1115	↓	1000--1115	1000--1115	1000--1115
10:30	↓	↓	↓	↓	↓