Open Hour Advising is October 23rd – November 2nd. Please meet with an advisor during these scheduled open hour times. You are not required to meet with your assigned faculty advisor. (Exception – MSU Athletes must see Dr. David Miller) Find a time that works in your schedule. Please see the ME Advising Calendar found on the M&IE Student Advising page for this schedule.

http://www.coe.montana.edu/mie/students/advising_forms/

If you miss open hour advising you will be required to schedule an appointment with your Faculty Advisor or Laura Andersen. This may delay your ability to register at your assigned time. See DegreeWorks for your assigned faculty advisor.

How to Prepare for your Advising Meeting
Before meeting with an advisor you must complete a semester plan in DegreeWorks. Please see detailed directions on how to complete a semester plan on Page 2. If a plan is not completed before you enter the advisor’s office, you may be asked to leave, prepare a plan and return later for advising.

CORE classes
The Core Completion Checklist is found on the M&IE Student Advising Page. Please check your DegreeWorks worksheet to determine which core classes you have completed and which ones you still need to take. For D, IA, IS & IH courses that are being offered for Spring 2018 please use the Schedule of Core Classes tool on the MyInfo Page.

Graduation Information
Applications for Fall Graduation were due last March. If you applied to graduate Fall 2018 look at the notes in your DegreeWorks worksheet. If there is a note about a discrepancy see Laura Andersen in ROBH 220. If you are planning on graduating Fall 2018 and did not apply for graduation see Laura Andersen immediately.

Spring 2018 Graduation apps were due in September. If you plan to graduate next Spring and have not applied for graduation please see Laura Andersen in ROBH 220 as soon as possible.

Information for Summer & Fall 2018 graduation applications will be emailed mid January.

Restricted Entry Courses
Restricted Entry Classes are listed BelowComplete the online form found on the M&IE Advising page. We will begin reviewing these November 9th. Students are enrolled depending on degree requirements, time left until graduation and the time which the restricted entry form was submitted.

ETME 410 – CNC & CAM Technology
ETME 415 – Design of Manufacturing/Tooling
ETME 422 – HVAC I
HOW TO MAKE A SEMESTER PLAN IN DEGREEWORKS

1. Login to DegreeWorks. This is done through MyInfo.
2. Click on the Plans Tab. (You must be on the MSU Secure Network if you are on campus.)
3. Click on New Plan. Select Blank Plan.
4. For Description type "Spring 2018 Advising". Click on the "+" button and select "2018 Spring". (Image 1)
5. Add the classes you plan to take Spring 2018. You may add these manually by using the “+” in the 2018 Spring box and typing in the course rubric. Or you may expand the list of courses under your major in the box on the right and drag the courses into the plan. The first course that you drag must be dropped in the grey 2018 Spring box. (Image 2) Flowsheets can be found on the M&IE advising page for reference on selecting courses.
6. Save your plan. This button is on the bottom right.
7. If you need to edit your plan, return to the Plans Tab. Click View Plan List (on the right). Double click on the Spring 2018 plan. For View use the drop down menu to change from Calendar to Edit. (Image 3) Make changes. Save your plan. To delete a class, click beside the class in the plan to highlight it blue. Click on the “-“ square button to the right of the delete this term button. (Image 2)