**DEPARTMENT OF INDUSTRIAL ENGINEERING**

**ADVISING INSTRUCTIONS FOR SPRING AND SUMMER, 2018**

To participate in advanced registration, you will need to:

1. Develop a proposed schedule (last 3 pages of this document) for the spring and summer semesters that satisfies IE policies and your catalog requirements prior to advising.

2. Make an appointment with your advisor using Strive (strive.ttu.edu). Bring your draft schedule when you meet with your advisor.

3. **If you are within 12 months of graduation, you will need to file your Intent to Graduate. This can be done through My Tech on Raiderlink. If you are within less than 12 months of graduation, you will have to do a paper form; you will need to get this from Beverly Wiley (IMSE 230).**

4. **FAILURE TO REGISTER DURING THE ADVANCED REGISTRATION PERIOD MAY RESULT IN UNAVAILABILITY OF COURSES AND DELAY GRADUATION FOR SENIORS INTENDING TO GRADUATE.**

5. **If you have taken courses at another university, you must have your transcripts sent to Tech as soon as possible, as it takes several weeks for this to be worked through the system**. This is especially important if you have transfer credit for courses that are prerequisites for other courses; the computer will not permit registration that violates the prerequisite list for a course; only when transfer information is in the computer will any prerequisites be acknowledged.

6. **University regulations require prior notification of the academic dean before enrollment in a course at another college or university during a semester a student is enrolled at Texas Tech if the course is to be transferred to Tech.** To insure that a course taken at another institution will be acceptable for your degree plan, check with the Dean’s Office **PRIOR** to taking the course.

7. **The College of Engineering policy is that no student can graduate with a “D” in their degree plan.** It is your responsibility to check with your advisor if you receive grades of D or F; courses which have prerequisites in which a D or F was received cannot be taken until passing the prerequisite course.

8. Although registration extends through November 20th, many sections and courses will not be available the latter part of the registration period. Be prepared for a bad schedule (8:00 classes, etc.) and possible delays in graduation if you wait until the last few days to register.

9. Major deviations from the general progression of courses as listed in the catalog degree plan by semesters will not be approved. For example, courses in the Freshman and Sophomore years should be completed before taking Junior and Senior year courses.

10. **Major deviations from advised courses may result in being dropped from ALL courses.**

11. The fall-spring phasing of IE courses shown on page 3 is important and has multiple implications for students. To maintain a good schedule, prerequisites for IE courses taught one time per year must be completed before the IE courses can be taken. All three IE electives should not be scheduled in the same semester since only one or two courses may be offered some semesters.

12. Please make sure you pay your tuition on time so you do not get dropped from your classes. If you are dropped for non-payment, you may not be able to get back into your classes.

**ELECTIVE LIST**

Students must fulfill 9 (nine) hours of Language, Philosophy, and Culture (Humanities), Creative Arts (Visual and Performing Arts), and Multicultural electives. Some of the Language, Philosophy, and Culture; and Creative Arts electives will double count for the Multicultural elective. **For a complete, up-to-date list, it is the student’s responsibility to check the list for these electives in the html online catalog**. **Changes occur after publication and will appear in blue text in the html online version of the catalog**.

The web address for the different electives are as follows:

**Core Curriculum Requirements for Students Entering Texas Tech under a Catalog Dated 2014-15 or Later:**

http://www.depts.ttu.edu/officialpublications/catalog/\_AcademicsCore2014.php#Language

<http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsCore2014.php#Arts>

<http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsMulticultural2014.php>

**Core Curriculum Requirements for Students Entering Texas Tech under a Catalog Dated Prior to 2014-15:**

<http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsCoreOld.php#Humanities>

<http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsCoreOld.php#Arts>

<http://www.depts.ttu.edu/officialpublications/catalog/_AcademicsMulticultural.php>

**International Experience Exemption Form:**

http://www.depts.ttu.edu/coe/careers/students/iep/international\_exp\_initiative\_draft.php

**IMPORTANT DATES TO REMEMBER**

**Departmental policy on adding of classes is: THERE WILL BE NO ADDING OF CLASSES AFTER THE LAST DAY TO ADD A CLASS (see below). IF YOU LEAVE DURING THE BREAK AND HAVE NOT REGISTERED FOR CLASSES, YOU WILL NOT BE ABLE TO REGISTER AFTER THE LAST DAY TO ADD A CLASS.**

Spring classes begin on **Thursday, January 18, 2018**

Last day to add a class is **Tuesday, January 23, 2018**

I Summer classes begin on **Tuesday, June 5, 2018**

Last day to add a class is **Wednesday, June 6, 2018**

II Summer classes begin on **Tuesday, July 10, 2018**

Last day to add a class is **Wednesday, July 11, 2018**

**PLANNED COURSE OFFERINGS FOR SPRING, 2018 THROUGH FALL, 2018**

**SUBJECT TO CHANGE**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE NUMBER** | **SPRING 2018** | **SUMMER 2018** | **FALL 2018** |
| IE 1385 or ENGR 1315 |  |  |  |
| IE 2301 | X |  | X |
| IE 2324\* | X | X | X |
| IE 3244\* | X |  | X |
| IE 3311\* | X |  | X |
| IE 3325 | X |  | X |
| IE 3328\* | X |  | X |
| IE 3341or MATH 3342\* |  |  |  |
| IE 3346\* | X |  | X |
| IE 3351\* | X |  | X |
| IE 3361\* | X |  | X |
| IE 4316\* | X |  | X |
| IE 4320 | X |  | X |
| IE 4331-001 | X |  |  |
| IE 4331-002 | X |  |  |
| IE 4333\* | X |  | X |
| IE 4351\* | X |  | X |
| IE 4352\* | X |  |  |
| IE 4361\* | X |  | X |
| IE 4363 |  |  | X |

**\*Prerequisites:**

IE 2324 – MATH 1451

IE 3244 – IE 3341 or MATH 3342

IE 3311 – MATH 2360

IE 3328 – IE 3341 or MATH 3342

IE 3341 – MATH 1452

IE 3346 – IE 3341 or MATH 3342

IE 3351 – ME 3311 and E GR 1206

IE 3361 – IE 3341 or MATH 3342 (Can be taken at the same time)

IE 4316 – IE 3341 or MATH 3342

IE 4333 – Last long semester before graduation

IE 4351 – IE 3351

IE 4352 – IE 3351

IE 4361 – IE 3361

**REGISTRATION CARD**

**SPRING 2018**

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**REGISTRATION CARD**

**I SUMMER 2018**

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**REGISTRATION CARD**

**II SUMMER 2018**

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| **COURSE** | **NUMBER** | **SECTION** | **CREDIT HOURS** | **TIME/DAY** |
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