

## Frequently Asked Questions by **MECHANICAL ENGINEERING** Students:

- **Where on the COE website is the ME Home page?** <https://eng.famu.fsu.edu/me>
- **ME Undergraduate Resources:** <https://eng.famu.fsu.edu/me/undergraduate/resources>
- **Where can I find information on ME Undergraduate Academic Advising?**  
<https://eng.famu.fsu.edu/me/undergraduate/advising>
- **If I am a Mechanical Engineering student, which Thermodynamics course do I need to take?** Either EML 3002 (FAMU) or EML 3102, NOT EML 3100.
- **Where can I find the ME Curriculum Diagram?** <https://eng.famu.fsu.edu/me/undergraduate-curriculum>
- **Where can I find the possible ME Technical Electives that MAY be offered during the Fall or Spring semesters?**  
<https://eng.famu.fsu.edu/me/undergraduate-curriculum>
- **Where can I find a document showing me the ME Technical Electives AND the Outside Technical Electives that MAY be offered during the Fall or Spring semesters?**  
<https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/pdfs/me/CourseSyllabi/2018/Technical-Elective-4-17-2020.pdf>
- **Where can I find a description of the 5<sup>th</sup> Math Option courses?**  
[https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/pdfs/me/5th\\_Math\\_Opt\\_courses.pdf](https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/pdfs/me/5th_Math_Opt_courses.pdf)
- **Where can I find ME Undergraduate Resources?** <https://eng.famu.fsu.edu/me/undergraduate/resources>
- **Who is my ME advisor and what is her contact information?** Natalie Alday, [nalday@eng.famu.fsu.edu](mailto:nalday@eng.famu.fsu.edu) and 850-410-6155.
- **What are the advising hours for my ME advisor, Natalie Alday?** Mondays 8:15-10:30am, Tuesdays/Wednesdays 12:30-3:45pm, Thursdays (REMOTE only) 1-4pm, Fridays 8:30-11am.
- **Can I drop by my ME advisor's office?** Yes. Please knock and introduce yourself. No "drop ins" on Thursdays unless it is at peak times, such as drop/add or advising before registering for courses. A "virtual" drop in link will be given during those times.
- **Are there times when my advisor is not available?** Yes, when in an advising appointment (face-to-face OR virtually), when in a faculty/staff meeting, when off campus for an Engineering event or training, or when taking a lunch break.
- **What is the best way to get a hold of my advisor on her "remote" day?** E-mail her or call her Google Voice.
- **I can't register for my classes. What do I do?** First, have you been advised? (You must be advised each semester. If you drop or fail a course, you must be re-advised for the next semester.) Second, check to see if you have any holds. Otherwise, stop by your academic advisor's office or e-mail her.
- **I need to get into a course that is full and it is the 1<sup>st</sup> day of class. What do I do?** Fill out a [drop/add form](#) first; see link below for this form. Then attend the first day of class, sign the attendance log, and talk to the instructor

at the end of class to see if you can add the course. If so, ask him/her to sign your drop/add form that you already have filled out. Take this Drop/Add form to Natalie Alday.

- **In regards to the question above – how can I get into a course that is full if the instructor does not give me permission to add the course to my schedule?** Check course availability 24/7 during drop/add period and try to add the course yourself. In the meantime, consult the ME advisor, Natalie Alday, for another course option.
  - How do I set up an appointment with my ME general advisor or ME faculty advisor? Use the Setmore Link below. You may reserve a time via: <http://mechengadvisingfamufsuengineering.setmore.com/>. Please schedule your ZOOM appointment using your university email.
  - **If I am an FSU student, how can I get into a course that is full, assuming it is not a ME course?** 1) Math course: a) e-mail [advisor@math.fsu.edu](mailto:advisor@math.fsu.edu) and inquire about the proper avenues to pursue from the Math dept. 2) Physics course: e-mail Antonio Valencia ([apv15b@fsu.edu](mailto:apv15b@fsu.edu)) and inquire about the proper avenues to pursue from the Physics dept.
  - **How can I get into a ME course that is full?** Contact Natalie Alday.
  - **How do I find where my class meets?** Go to ME Course Listings, located @ <https://eng.famu.fsu.edu/me/course-listings>
  - **Where is ME Faculty/Staff contact information found?** <https://eng.famu.fsu.edu/me/people>
  - **I need to talk to my instructor in person. How do I do that?** Check your syllabi for their e-mail, office hours, and phone number.
  - **Where is the ME Help Center Schedule?** <https://eng.famu.fsu.edu/me/undergraduate/me-help-center>
  - **How do I get funding?** You need to see Mr. Neil Coker @ A229 in building A of the COE building
  - **I want to get involved in research, where do I begin?** COE Student Services <https://eng.famu.fsu.edu/students-services-undergraduate-affairs-staff>
  - **What about ME Research?** <https://eng.famu.fsu.edu/me/research>
  - **I am looking for a brief FSU course description for a Mechanical Engineering course. Where shall I go to find that?** [https://m.fsu.edu/default/course\\_catalog/catalog?area=EML](https://m.fsu.edu/default/course_catalog/catalog?area=EML)
  - **Where can I find information about the Mechanical Engineering BSMS program?** <https://eng.famu.fsu.edu/me/bs-ms-pathway>
  - **How do I apply to the BSMS program?** Contact Ms. Breda Arnell @ [barnell@eng.famu.fsu.edu](mailto:barnell@eng.famu.fsu.edu) or call her @ 850-410-6196
-

## **GENERAL COLLEGE OF ENGINEERING Questions:**

Prospective Undergraduate Engineering Students: <https://eng.famu.fsu.edu/prospective/undergraduate>

Where can I find Student Resources on the COE website? <https://eng.famu.fsu.edu/student-resources>

Office of Associate Dean of Student Services and Undergraduate Affairs: <https://eng.famu.fsu.edu/students/ssua>

Where can I find contact information for the College of Engineering Student Services?

<https://eng.famu.fsu.edu/students-services-undergraduate-affairs-staff>

Where can I find contact information for the College of Engineering ADVISORS? <https://eng.famu.fsu.edu/pre-engineering-requirements>

Where can I find information on possible scholarships/grants for Undergraduate Funding?

<https://eng.famu.fsu.edu/prospective/undergraduate/funding>

Where can I find information on Student Organizations? <https://eng.famu.fsu.edu/student-organizations>

Where can I find information on upcoming COE events? <https://eng.famu.fsu.edu/events/all>

Where can I find information on Libraries and Tutoring Centers? <https://eng.famu.fsu.edu/students/library-and-tutoring-centers>

Where can I find information on Undergraduate Research Opportunities? <https://eng.famu.fsu.edu/undergraduate-research-opportunities>

Where can I find the FAMU-FSU College of Engineering Academic Calendar with Deadlines?

<https://eng.famu.fsu.edu/students/academic-deadlines>

Where can I find COE forms? <https://eng.famu.fsu.edu/students/forms>

Where can I find the COE Drop/Add form?

<https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/CourseDropAddRequestForm-v21.pdf>

What if I would like to take a course at another Florida institution over the summer semester, how do I apply? FIRST: Talk to your academic advisor. Then, if approved, click here to apply: <https://www.floridashines.org/succeed-in-college/take-a-course-at-another-school>

How do I drop a course after the drop/add deadline (FSU)?

<https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/pdfs/FSU-How-to-drop-a-course-after-drop-add-period.pdf>

Course late drop/Withdrawal Request form: <https://eng.famu.fsu.edu/sites/g/files/upcbnu1751/files/pdfs/Course-late-drop-withdrawal-request-form-%28Fall-2019%29-Fillable.pdf>

What if I need to do an Academic Appeals or need to complete a Retroactive Drop or Withdrawal?

<https://eng.famu.fsu.edu/students/academic-appeals-process-and-procedures>

Where can I go on the COE website if I want access to Quicklinks? Go to the bottom of the page at

<https://eng.famu.fsu.edu/students/ssua>

Where can I find "forms" on the COE website? <https://eng.famu.fsu.edu/students/forms>

How can I find COE FAMU Student forms? <https://eng.famu.fsu.edu/students/forms>

Where can I find Liberal Studies courses to meet my Liberal Studies requirements?

<https://liberalstudiescourses.fsu.edu/care/LS-courses/course-display.php>

Where can I find information about the course and exam requirements for Civic Literacy?

<https://liberalstudies.fsu.edu/students-advisors/civic-literacy-requirement>

Where can I find the FSU Academic Calendars for Fall, Spring, and/or Summer semester?

[https://registrar.fsu.edu/registration\\_guide/](https://registrar.fsu.edu/registration_guide/)

Where can I find the FAMU Academic Calendars for Fall, Spring, and/or Summer semester?

<https://www.famu.edu/academics/registrars-office/academic-calendars.php>

Where can I find FSU Undergraduate Graduation information? <https://registrar.fsu.edu/graduation/>

Where can I find FAMU Undergraduate Graduation information?

<https://www.famu.edu/students/commencement/index.php>

How to calculate my GPA: <https://undergrad1.its.fsu.edu/gpacalc/>

---

## **PRE-ENGINEERING QUESTIONS:**

Where can I find the Pre-Engineering Requirements? <https://eng.famu.fsu.edu/pre-engineering-requirements>

Where can I find an overview of the Mechanical Engineering Undergraduate program?

<https://eng.famu.fsu.edu/me/undergraduate/program-overview>

Where can I find information on ME Undergraduate Admissions?

<https://eng.famu.fsu.edu/me/undergraduate/admissions>

Where can I find Undergraduate Admissions Requirements? <https://eng.famu.fsu.edu/prospective/undergraduate-admissions>

Where can I find contact information for the College of Engineering “pre-engineering” advisors?

<https://eng.famu.fsu.edu/pre-engineering-requirements>

What do I need to know coming into the COE as a Transfer Student? <https://eng.famu.fsu.edu/prospective/transfer-students>

---

## **BRIGHT FUTURES' QUESTIONS:**

- **If I have a Bright Futures Scholarships, how may credit hours will it cover?** 120 credit hours
- **How many credit hours is required for my BS in Mechanical Engineering?** 128 credit hours
- **What do I do when my Bright Futures runs out or when there is only enough to cover part of my tuition?** Fill out the Bright Futures Application for Extended Eligibility and take it to your academic advisor.
- **How do I access the Bright Futures Application for Extended Eligibility?**  
[https://www.floridastudentfinancialaidsg.org/pdf/BF\\_EXTHRS\\_Application.pdf](https://www.floridastudentfinancialaidsg.org/pdf/BF_EXTHRS_Application.pdf)
- **Which part of the Bright Futures Application for Extended Eligibility do I need to fill out?** Section A only

- **Do I have to mail the Bright Futures Application for Extended Eligibility or can I send it to Bright Futures via another avenue?** You can upload the document at the following website @ the bottom of the webpage:  
<https://www.floridastudentfinancialaidsg.org/SAPHome/SAPHome?url=home>
- 

## **I need ASSISTANCE:**

**I am having a personal crisis (death in the family, eviction, etc.); who can help me?**

FAMU Case Management Services

<https://www.famu.edu/administration/division-of-student-affairs/case-management-services>

FSU Case Management Services

<https://dsst.fsu.edu/cms>

**I don't feel like myself; things are stressing me out; I need help.**

FAMU Office of Counseling Services

<https://www.famu.edu/students/student-resources/health-and-wellbeing/counseling-services>

FSU Counseling Center

<https://counseling.fsu.edu/>

**I need help learning how to study.**

FAMU Undergraduate Student Success Center for Academic Coaching

<https://www.famu.edu/academics/undergraduate-academics/undergraduate-student-success-center/academic-coaching>

FSU ACE for PAC

(Academic Center for Excellence for a Personal Academic Consultation)

<https://ace.fsu.edu/study-tools-and-tips/personal-academic-consultations-pac>