

# Welcome Back!

Department of Mechanical & Mechatronics Engineering

# Some People in Mechanical Engineering You Should Know



Professor Jan Huissoon  
Department Chair



Professor Mike Collins  
Associate Chair U/G Studies

# Your Most Important Contact in 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> year Mechanical Engineering



Meghan Bester  
ME Academic Advisor  
[mechadvisor@uwaterloo.ca](mailto:mechadvisor@uwaterloo.ca)



# Wellness Coordinator



Sam Vandekerckhove  
MME Wellness Coordinator  
[ENGwellness@uwaterloo.ca](mailto:ENGwellness@uwaterloo.ca)

*For Information about schedules, important dates,  
work reports, etc:*

<https://uwaterloo.ca/mechanical-mechatronics-engineering/>

> Current Undergraduate Students

> Mechanical Engineering

# Student / Faculty Committee

Your class will elect 2 Class Representatives who will act as liaisons between the faculty and students. We will meet regularly during the term to discuss how the classes are doing in general.

Please let Meghan know who by **Friday, May 15<sup>th</sup>**

The first class reps meeting is **Thursday, May 21<sup>st</sup>** at 11:30 am.

The first 2B class/prof meeting is **Thursday, May 28<sup>th</sup>** at 11:30 am.

The first 3A class/prof meeting is **Thursday, June 4<sup>th</sup>** at 11:30 am.



# Course Drop/Add Deadlines

- **Add:** Monday, May 25<sup>th</sup>
- **Drop:** Monday, June 1<sup>st</sup>
  - 100% fees refund
- **Late Drop:** June 2<sup>nd</sup> to July 21<sup>st</sup>
  - WD grades
  - 50% fees refund up to June 26<sup>th</sup>
- **Late Drop with Penalty:** starts July 22<sup>nd</sup>
  - WF (withdraw/fail) grade shows
  - Grade of 38% is included in average

**CHECK YOUR COURSE LIST on QUEST!**

# Work Report Submission

Work reports are due by 4:30 pm – Monday, May 18<sup>th</sup>.

Late work reports will be marked during the F/20 term.

Late work reports will show as a failed grade on your transcript (38%)

Check on LEARN and at the MME website for work report writing and formatting tips.



# Safety Lecture

**The Safety Lecture is Compulsory**

The Safety Lecture is done on-line

Check LEARN for the safety modules  
Must be completed by **May 24<sup>th</sup>** at Midnight

# Midterm and Final Exams

Most exams will have strict time limits. Exam workings will need to be uploaded within 15 minutes of exam completion.

It is your responsibility to prepare a suitable exam writing location, with a reliable internet connection, and access to a scanner.

- The Midterm Exam period is June 22<sup>nd</sup> to June 26<sup>th</sup>
- The Final Exam period is August 7<sup>th</sup> to August 15<sup>th</sup>
- Deferred Exams will be handled on a case-by-case basis.

# Some University of Waterloo Examinations Regulations

- Examinations, test, or lectures are not permitted between the last day of lectures and the first day of final exams.
- Final exams are not allowed during the formal lecture period.
- Major term tests ( $>25\%$ ) may not be held in the last five days of lectures.



# Final Exam Scheduling Rules

- There are four (4) – 2.5 hour final examination time slots/day
- Final exam scheduling rules:
  - No back-to-back exams.
  - No last slot (evening) – first slot (next morning) exams.
  - No more than two (2) exams in one day.

Note: there is a deadline for filing a request for relief via the Registrar's Office web pages.

# Missed Exams

- Little will be done to accommodate students who miss Midterm or Final Exams without a legitimate reason conveyed with documentation to the instructor and to Meghan Bester prior to the exam.
- A DNW (Did Not Write) course grade can lead to a RWE (Required to Withdraw from Engineering) academic decision
- DO NOT schedule interviews for when you have exams. Exams take precedence over coop interviews.

# Sickness or Unusual Difficulties

If you have a difficulty such as a serious illness, injury or a death in the family:

- make sure you inform your instructor(s) and the Undergraduate Office (Megan Bester) immediately
- be sure to obtain documentation right away (e.g., for illness, a UW Verification of Illness form filled out by Health Services or your doctor) and email it to Meghan ASAP.



# Personal Problems?

- Personal problems that interfere with your academic studies, e.g., hospitalization, death in the family, study skills, learning disabilities, etc.?
- Seek help; do not try to handle it yourself.
- For illness: go to Health Services, your family doctor or hospital, etc. (with a Verification of Illness form).
- Counselling Services:
  - group or individual sessions
  - study skills
  - exam anxiety workshops
  - contact the First-Year Office (E2 1772)
- University of Waterloo, AccessAbility Services  
(Needles Hall)