



Mechanical and Materials Engineering
College of Engineering and Computer Science

209 Russ Engineering Center

Phone: (937)775-5040

Email: mme-dept@wright.edu.

Procedure for non WSU students who want to take ME classes at WSU

- Contact *Raider Connect* (180 Student Union, 937-775-4000, Raider.Connect@wright.edu) for complete admission/registration process information. Only departmental procedure/requirements are covered here.
- Consortium (non-WSU) student registration begins April 7, 2017. (University policy allows WSU students time to register first)
- The student must meet all the WSU pre-requisites listed on the current Program Guide.
 1. Student sends a request and transcript via email to carla.vaughn@wright.edu.
 - a) Requests must include student name, UID number, contact information, WSU course name/number, required pre-requisite(s) and course(s) to look for on the transcript.
 - b) Transcripts (unofficial copies are acceptable for this particular purpose only) must clearly show school name, student name, course name and number and final grade.
 2. If the student does not have specific pre-approved equivalents of pre-requisite courses, similar courses must be evaluated. Faculty/UG advisor will determine if content is adequate to fulfill pre-requisite. Student must provide course syllabi and allow minimum 5-7 business days for processing)
 3. If determined eligible to take the WSU course, MME department will sign the registration form and the student shall submit it to *Raider Connect*.
 4. On April 7, 2017, WSU *Raider Connect* will begin registering eligible students if seats are open. If no seats are open, you will be waitlisted. If a seat opens for you, you will be notified only via your WSU email. You must act within exactly 24 hours to claim the seat.

Pre-requisite courses must be **completed** with a grade of D or higher (except as noted for a few that require 'C' or higher) **before** class starts.