Academic Advising Worksheet

During the first term of attendance, all graduate students are required to meet with their primary academic advisor to discuss courses to be completed in order to earn the Master of Industrial Technology and Operations (MITO) degree.

An academic advising hold preventing registration for the next semester will be cleared after all of the following administrative tasks have been completed:

1) Review INTM’s Academic Advising Procedure for Graduate Students (PDF)

2) Complete this worksheet in preparation for meeting with your primary faculty advisor

3) Confirm your assigned primary faculty advisor by consulting Graduate Degree Works system (via ‘Academics’ tab in the myIIT Portal) and review your current academic record as it appears now

4) Visit https://intm.youcanbook.me to schedule an appointment with your primary academic advisor to discuss desired courses, transfer credit, and specialization – **BRING THIS FORM TO THE MEETING**

5) After meeting with your advisor, access Graduate Degree Works to submit required eForm(s)

6) Advisor will remove advising hold upon review/approval of required eForm(s)

Complete all questions below; enter "N/A" or "Not Applicable" if a question doesn’t apply to you.

Full Name: __________________________________________________________

CWID Number: _______________________________________________________

IIT Email Address: ____________________________________________________

Are you part of a special program?

___ Co-Terminal Student (UG student completing both BINTM/MITO)

___ IIT Europe/International Partners Double-Degree Program

___ No, I’m a regular degree-seeking graduate student

Do you have graduate-level transfer credit from another university?  ___ Yes  ___ No

If yes, identify the university and desired transfer course(s) below. Eligible courses must be graded A or B (7.0-10.0/Spain; 10-16/France).  **BRING COPIES OF YOUR TRANSCRIPT TO THE ADVISING MEETING.**

University: __________________________________________________________

Course #/Title: _______________________________________________________

Course #/Title: _______________________________________________________

Course #/Title: _______________________________________________________

Course #/Title: _______________________________________________________
Have you provided IIT with an updated official transcript showing desired transfer course(s)?

___ Yes, an updated transcript was sent to Graduate Academic Affairs and the INTM Dept.
___ No, I need to request updated transcripts for Graduate Academic Affairs and the INTM Dept.
___ Not applicable; I will not transfer in credit from another university

Do you wish to complete a Specialization?  ___ Yes  ___ No  ___ Uncertain

If yes, which Specialization(s) do you intend to complete?

___ Construction Technology (CT)  ___ Manufacturing Technology (MT)
___ Facilities Management (FM)  ___ Supply Chain Management (SCM)
___ Industrial Sustainability (ST)

If yes, identify the four (4) courses you plan to apply towards the identified specialization. Indicate if you wish to apply a transfer course, an INTM 597 special project, or courses from another major towards the specialization.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Are you interested in completing any courses from another major besides INTM? (e.g., BUS, MMAE, ITM)

___ Yes  ___ No  ___ Uncertain

If yes, indicate course number(s) and title(s) below

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Identify courses you wish to take in future semesters. See master course list at http://bulletin.iit.edu/courses

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please discuss any questions or concerns with your faculty advisor. Thank you.

APPROVED BY ADVISOR: ____________  MEETING DATE: ________________  HOLD REMOVED: ____________

Future courses: ____________________________________________________________
________________________________________________________________________
________________________________________________________________________