

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)**
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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: _____
