WIT Applied Mathematics Academic Advising Manual

This is a manual for both advisors and advisees.

August 21, 2013
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CHAPTER
ONE

GENERAL INFORMATION ABOUT THE WIT APPLIED MATHEMATICS PROGRAM

1.1 Mission of the Applied Mathematics Program

The B.S. in Applied Mathematics (BSAM) program links mathematics and the worlds of science, technology, engineering and social science. Mathematical principles are used to derive such varied types of information as the strength of materials, the behavior of fluids and electronic circuits, the spread of disease and the rate of inflation. Students will learn to integrate analytical and computational tools in the modeling of physical, biological and/or economic processes. The problem solving skills that the Applied Math major develops will apply across disciplines. (See also: http://www.wit.edu/applied-mathematics/programs/index.html)

1.2 Applied Mathematics Program Objectives

Program graduates will be able to:

- Apply mathematics and critical thinking to solve applied problems.
- Apply mathematical concepts to perform computations, model phenomena, and write proofs.
- Effectively and efficiently use mathematical software packages to solve problems and to create written and oral presentations.
- Write code in a high-level computer programming language.
- Deliver clear and precise written and oral presentations, demonstrating: (1) comprehension of mathematical content and (2) the ability to communicate that mathematical content to different audiences.
- Advance further in applied mathematics, whether in industry or in academia.
- Work in, and adapt to, an ever-changing technical and diverse society.

in a variety of fields:

- Financial
- Research
- Industrial
- Software
- Government

For students interested in teaching, there are some options after Wentworth: * a 1 year master’s in teaching mathematics program at Boston University; there are scholarships. Please see:
http://myweb.wit.edu/hattawayamat.pdf and plan to take the technical elective “Introduction to Abstract Algebra” since it’s required for admission into this program.

*. Math for America Fellowships: http://www.mathforamerica.org/home Please note that applicants have to have their degrees from Wentworth conferred by June; so in most cases if a student wishes to pursue this, she or he will have to wait a year because of August graduation.
MISSION OF THE ACADEMIC ADVISOR

- Academic advisors teach students to negotiate the higher education maze.
- The academic advisor is someone who helps students become more self-aware of their distinctive interests, talents, values and priorities; who enables students to see the connection between their present academic experience and their future life plans; who helps students discover their potential, purpose, and passion; who broadens students’ perspectives with respect to their personal life choices; and sharpens their cognitive skills for making these choices.

The following is an older reference about the mission of advising that is still relevant; it is from WIT’s Academic Catalogue in the Academic Advising section:

A prime objective of the faculty, staff, and administration is to assist our students in taking full advantage of the learning environment and resources available at Wentworth so that they may succeed in achieving their educational and career goals.
CREATING AN EFFECTIVE ADVISING RELATIONSHIP

Advisors are role models and mentors that are at the Institute to help their advisees in the best way possible. The Department of Applied Mathematics faculty members strive to follow the mission of academic advising that is mentioned in *Mission of the Academic Advisor*. It is important that faculty advisors and advisees (students) develop an effective advising relationship. Below are the roles for both advisors and advisees that everyone should adopt.

### 3.1 Role of the Academic Advisor

Advisors must:

- Meet with advisees at least twice each semester: once in the beginning and once in the middle of each semester to assist to help with the tasks below. The first meeting (i.e., during WOW/Opening Week, first week of classes for returning students, etc.) with each advisee should be within the first 2 weeks of the semester to establish a goal-centered relationship that will shape the development of educational objectives consistent with the student’s career/life goals. At least one more meeting should be held each semester to help advisees plan their next semester’s schedules.

  (See also the *Important Fall Semester Dates section*.)

- Inform students of the nature of the advisor/advisee relationship.

- Develop a caring relationship with her or his advisees.

- Be available. This is part of the key to developing a positive relationship with advisees and helping them. Post office hours to help with this and allow students to make appointments with you if they cannot make your office hours.

- Keep records on their advisees.

- Help students understand their responsibilities for the success of academic advising. (See the *Role of the Advisee section*.)

- Help students develop and think about educational and career paths. Advisors should become familiar with their advisees’ personal, educational and career goals.

- Assist advisees in identifying co-op, graduate school, and career opportunities.

- Discuss with advisees relationships between the applied math courses and careers.

- Inform advisees of special programs available to them for academic assistance or remediation (such as the Learning Center and Facilitated Study Groups), multicultural needs (such as the Office of Diversity Programs), counseling and other needs.
• Advise the students regarding critical dates, and pre- and co-requisite courses, in order to help them register for the appropriate courses and avoid future scheduling conflicts. Refer to appropriate calendars and materials (i.e., catalogue) when necessary.

• Refer advisees when academic, serious attendance, or other personal problems require intervention by other campus professionals. Help provide early detection of academic and personal difficulties, including excessive class absences or failing grades, as reported by instructors. Intervene as necessary.

• Know what satisfactory academic progress means and the effect of a student dropping below a certain GPA and/or taking less than 12 credits a semester (which means a student is only part-time) and/or not passing 66% of courses registered for in a semester. See: http://www.wit.edu/catalog/2013-Catalog/academic-policies/Academic-Standing.html

• Advise students on technical elective plans and find out what students would like the department to offer as technical electives, and in which semesters.

• Remember that information discussed with students is confidential. Please respect student privacy. Also know that the Family Educational Rights and Privacy Act (FERPA) protects certain types of student information which can only be released with written authorization from a student. Information such as ID numbers, grades, overall G.P.A., schedule, class meeting times and locations cannot and will not be given out to parents/legal guardians unless the department has written consent from parents/legal guardians of a student on file. This is the written consent form for releasing information: http://www.wit.edu/ssc/forms/consent-to-release.pdf

• When advising students from other academic departments or your own advisees about minors, refer specific academic program questions to the designated department chair.

• Refer an advisee to the appropriate department if they want to change their major, after discussing this with the advisee.

• Help students understand their degree audit in Lconnect. This is one of the tools that the Institute uses to determine if a student can graduate or not.

In addition, according to the WIT Academic Catalogue (http://www.wit.edu/catalog/) (with italicized commentary from the Department of Applied Math) advisors must:

• Maintain posted hours during the week while classes are in session to counsel students on curricular matters.

• Monitor academic progress of assigned students.
  
  – *Advisors and students should monitor Midterm Grade Report, Probationary letters/checklist and the degree audit* to verify program progress and to identify potential problems with major/graduation plans. Advisors and students should also both be familiar with this *Degree Audit* function in Lconnect. This is what the administration uses to see if a student has met her or his graduation requirements. (See also the *degree audit* section of this manual.)

  – *For all students on Probation, the Probation Checklist needs to be completed*

  – Vanessa St. Laurent will provide advisors with their advisee’s midterm and final grades to help advisors with this process twice a semester (at midterm time and final grades time). Advisors can also check grades manually through Lconnect.

• Review academic policies and procedures when necessary.

• Review students’ course selections prior to registration.

• Answer questions regarding their career and educational objectives.
3.2 Role of the Advisee (Student)

Advisees (students) also play a role in building an effective advising relationship. As mentioned above, students need to meet with their advisors at least twice a semester. In fact, according to the WIT Academic Catalogue (http://www.wit.edu/catalog/):

It is ultimately each student’s responsibility to fulfill his/her degree requirements.

Students are encouraged to discuss academic problems with their instructors and advisors as early as possible. There is no reason for any student not to receive assistance to resolve problems or not to academically succeed at Wentworth. Families of new students are also encouraged to recommend that students seek help as soon as possible from a student’s instructor or faculty advisor. The Learning Center is also available for assistance.

In particular, advisees are required to fulfill the following (from the WIT Academic Catalogue (http://www.wit.edu/catalog/+):

- Know the name of their academic advisors as well as his/her office location, telephone extension, e-mail address, and office hours. Students can find their advisor’s name on Leopardweb, listed as part of the student information page listed in the Student Records menu.
  
  *If you have trouble with this please contact: Amanda Hattaway, (hattawaya@wit.edu) or your advisor, whom you should know.*

- Know the office location and telephone number of the department in which they are enrolled.

  *If you have been given this manual, you are part of the Applied Math Department. If you cannot find us, contact Amanda Hattaway, hattawaya@wit.edu, 617-989-4368*

- Keep their personal information (local address, telephone number, and e-mail address) updated with the Institute.

  *Students can do this in Lconnect.*

- Become familiar with the catalog, Student Handbook, and curriculum requirements for their designated majors. Know how prerequisites and co-requisites will affect course sequencing and scheduling. (These resources are available in print and online.)
  
  - The catalogue: http://www.wit.edu/catalog/index.html
  - For curriculum requirements or tracking sheets for our department please see the section called, *Required Coursework and Tracking Sheets for the Applied Mathematics Major.*

- Be aware of all significant dates (registration, Drop/Add, etc.) throughout the academic year.

  *For applied math-specific dates, please see the section Important Fall Semester Dates section, and also see: http://wit.edu/ssc/academic%20calendar/2013-2014calendar.html*\n
  *Regarding registration, the catalogue states that, “First-year students will not be able to register for spring 2014 or fall 2014 courses without meeting with their advisor.” This means that students and advisors will need to make sure that they meet (before registration) so that students can be given a RAC (Registration Access Code) to register for classes.*

- Inform their advisors of any extenuating circumstances affecting their academic progress.

- Know what satisfactory academic progress means and the effect of a student dropping below a certain GPA and/or taking less than 12 credits a semester (which means a student is part-time only) and/or not passing 66% of courses registered for in a semester. See: http://www.wit.edu/catalog/2013-Catalog/academic-policies/Academic-Standing.html
• Contact the appropriate professor and/or advisor upon receipt of a grade below C at midterm or after final grades are posted. Contact his/her advisor if put on probation.

• Initiate contact (meeting, phone call, e-mail) with their advisors when facing academic difficulties; and know that their advisors are also a resource for referrals regarding personal issues.

• Follow-up on the suggestions arising from meetings with their advisors, and inform their advisors of progress in carrying out any suggested courses of action.

• Learn and use the features of the Leopard Connection (LConnect) to facilitate communication between the student, the advisor, and the Institute. It is ultimately each student’s responsibility to fulfill his/her degree requirements.**

  In fact, one of the most important LConnect items for students and advisors is the Degree Audit feature. This is something that should be checked by students and their advisors every semester. It is what the administration uses to decide if a student can graduate or not based on the student’s course work. Please see the Degree Audit section of this manual. Students must know make sure that they can check their degree audit.

Students should also see: http://www.wit.edu/advising/faq/index.html

3.3 The Student Satisfaction Inventory Survey

Every other year, Wentworth students answer advising-related questions on “The Student Satisfaction Inventory,” a nationally-recognized instrument developed by Noel-Levitz. Students anonymously assign a level of importance and satisfaction to the following statements on a scale of 1-7:

• My academic advisor is approachable.

• My academic advisor is concerned about my success as an individual.

• My academic advisor helps me set goals to work toward.

• My academic advisor is knowledgeable about requirements in my major.
4.1 Important Contact Times For Advisors and Advisees (all semesters)

1. Beginning of the semester (in-person)
2. Pre-registration (middle of the semester) (in-person)
3. Prior to any changes in classes
4. Following any receipt of an academic probation or warning letter
5. Prior to changing major
6. Prior to withdrawing from Wentworth
## 4.2 Specific Advising Fall 2013 Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>By 8/29</td>
<td>Advisors should email Amanda Hattaway their recommendations for technical electives (see: BSAM Technical Electives) this Spring based on their advisees’ input.</td>
</tr>
<tr>
<td>By 8/29</td>
<td>Advisors should email any of their advisees if they took summer courses. Advisors should email advisees that they find out who are on the Dean’s List and also reach out to all their summer students regarding grades.</td>
</tr>
<tr>
<td>8/29 - 9/1</td>
<td>Wentworth Opening Week (WOW): the official welcome program for all first year and new transfer students. Applied Math Faculty will meet with new students during a scheduled time and with returning students within the first two weeks of school. As <a href="http://www.wit.edu/advising/resources/docs/2012AdvisingManual.pdf">http://www.wit.edu/advising/resources/docs/2012AdvisingManual.pdf</a> states: “Send an email to your advisees with your office hours encouraging them to visit - even without a problem.” (See also: <a href="http://www.wit.edu/newstudents/wow-first-year/index.html">http://www.wit.edu/newstudents/wow-first-year/index.html</a>) Faculty advisors and advisees should reach out to each other to meet starting this week. (Advisors and advisees should meet at least twice a semester- in the beginning and in the middle - to plan the next semester’s schedule.)</td>
</tr>
<tr>
<td>Tues. 9/3</td>
<td>Classes begin this day. At 4:00 in Beatty Room 418 LaTeX and computer set-up help. New students should go to this. Returning students and free faculty will be there to help.</td>
</tr>
<tr>
<td>Thurs. 9/5</td>
<td>At 4:00 pm in the Ira Allen Forum: Wentworth Applied Math Department Ice-Cream Social: this is for all Applied Math students, faculty, staff and their friends.</td>
</tr>
<tr>
<td>Tues. 9/10</td>
<td>By 5:00 pm- this is the last day to add or drop a class. If a student drops a class on or before this day then this action will not show up on the student’s transcript.</td>
</tr>
<tr>
<td>Tues. 10/22</td>
<td>From 4:00 to 5:00 pm in the Back of Beatty Cafeteria: Applied Math Major Career Networking Event. Students should go to seek industry mentors. Sophomores and juniors should go in their search for their first required co-op which will be in the Summer of 2014.</td>
</tr>
<tr>
<td>Wed. 10/23</td>
<td>Midterm grades are available. (Faculty have to turn in their grades by 10/22.) Midterm grades do not appear on students’ final transcripts. Advisors will contact all their advisees. Also, according to the Academic Catalogue, students should “contact the appropriate professor and/or advisor upon receipt of a grade below C at midterm or after final grades are posted. Contact his/her advisor if put on probation.”</td>
</tr>
<tr>
<td>Week of 10/28</td>
<td>Advising meetings should be set up. Advisees and advisors should plan to meet this week or next week to help advisees plan their Spring courses and schedules. Review the Degree Audit option in Lconnect to help with course selection.</td>
</tr>
<tr>
<td>Week of 11/11</td>
<td>Students should be registering this week. Advisors should check that their advisees are registering for the courses that you advised them to register for during their advisory meetings. Please see <a href="http://www.wit.edu/ssc/registration/">http://www.wit.edu/ssc/registration/</a>.</td>
</tr>
<tr>
<td>Tues. 11/19</td>
<td>By 5:00 pm -this is the last day to withdraw from a class. A student should seek her/his advisor’s and professor’s signatures to withdraw. Students need to be taking at least 12 credits to be full time. To remain in good academic standing, students must achieve a minimum of 66% of the credits attempted in any given semester. (See: <a href="http://www.wit.edu/catalog/2013-Catalog/academic-policies/Academic-Standing.html">http://www.wit.edu/catalog/2013-Catalog/academic-policies/Academic-Standing.html</a> for more details).</td>
</tr>
<tr>
<td>Thurs. 12/19</td>
<td>Final grades will be posted and visible in Lconnect. (Faculty have to turn in their grades by 12/16.) Faculty will contact all their mentees. Advisors should email advisees that they find out who are on the Dean’s List and also reach out to all students regarding grades. Also according to the Academic Catalogue, students should “contact the appropriate professor and/or advisor upon receipt of a grade below C at midterm or after final grades are posted. Contact his/her advisor if put on probation.” Advisors and advisees should also review Probationary letters and advisees on Probation should give copies of the “Probation Checklist” to Karen Britton, Director of Academic Relations and to Amanda Hattaway.</td>
</tr>
</tbody>
</table>

See also: http://wit.edu/ssc/academic%2Dcalendar/2013-2014calendar.html.
4.3 Applied Math Career Lecture Series, Math Club, Applied Math Facebook Page and Math Facilitated Study Group Days

- Almost every Tuesday at 4:00 pm (when students and faculty are not in class) the Applied Math Career Lecture Series will be held. If you are a student then you should bring your resume. **Math 270 students are required to attend this series.** A schedule for this series will be provided separately or you can see: [http://www.wit.edu/applied-mathematics/events/index.html](http://www.wit.edu/applied-mathematics/events/index.html)

- There will be weekly Fall Math Club meetings. Math Club is an opportunity for students to meet to do mathematics and math-related service outside of the classroom. For more information: contact math faculty advisor Professor Haga ([hagaj@wit.edu](mailto:hagaj@wit.edu)).

- Math Facilitated Study Groups (FSGs) will be held one day per week, Thursdays from 3:30 to 6:30 pm in Wentworth Hall Room 312 starting Thursday Sept. 12 and ending on the last Thursday of classes. This is a place where students can: (1) ask questions and get help in math classes, (2) work in groups or (3) get challenged. Dr. Sukanya Basu, a Wentworth math professor, along with two student teaching assistants, will be there to help students. This is for all levels of mathematics. No appointment is necessary (just drop in anytime).

- Students and faculty are advised to “like” the Wentworth Applied Math Facebook Fan page for periodic reminders of department events: [https://www.facebook.com/WentworthAppliedMath](https://www.facebook.com/WentworthAppliedMath)

- Everyone should read her or his email regularly for date changes and new events.
REQUIRED COURSEWORK AND TRACKING SHEETS FOR THE MAJOR IN APPLIED MATHEMATICS

Below are the tracking sheets of the three-year and the four-year program options of the Bachelor of Science in Applied Math (BSAM) Program. Both options are 120 credit hours and require the same coursework. For course descriptions please see: http://www.wit.edu/catalog/ or http://www.wit.edu/applied-mathematics/resources/CourseDescriptions.html

If you want a printable tracking sheet, then please see: http://www.wit.edu/cas/cas-tracking-sheets.html.
5.1 Three-Year Degree Program

<table>
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<tr>
<th>Course</th>
<th>Fall Semester</th>
<th>Course</th>
<th>Spring Semester</th>
<th>Course</th>
<th>Summer Semester</th>
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</thead>
<tbody>
<tr>
<td>MATH270 Methods and Topics in Applied Mathematics I</td>
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<td>MATH275 Methods and Topics in Applied Mathematics II</td>
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<td>COOP300 Pre-Cooperative Work Term (Optional)</td>
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<td>MATH285 Engineering Calculus I</td>
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<td>MATH295 Engineering Calculus II</td>
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<td>MATH410 Discrete Mathematics</td>
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<td>COMP201 Computer Science II</td>
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<td>COMP128 Computer Science I</td>
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<td>PHYS310 Engineering Physics I</td>
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<td>ENGLISH English Sequence</td>
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<td>ENGLISH English Sequence</td>
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<td><strong>TOTAL CREDITS</strong></td>
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<tr>
<td>MATH505 Probability and Statistics for Engineers</td>
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<td>MATH310 Operations Research</td>
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<td>COOP400 Co-op Work Semester I</td>
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<tr>
<td>MATH515 Multivariable Calculus</td>
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<td>MATH320 Introduction to Numerical Analysis</td>
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<td>MATH625 Differential Equations</td>
<td>4</td>
<td>MATH890 Linear Algebra &amp; Matrix Theory</td>
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<td>PHYS320 Engineering Physics II</td>
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<td>ELECTIVE Technical</td>
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<td>MATH297 Exposition in Applied Mathematics</td>
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<td>COOP600 Co-op Work Semester II</td>
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<td>MATH691 Applied Mathematics Final Year Design II</td>
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<td>MATH605 Advanced Statistics</td>
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<td>MATH690 Applied Mathematics Final Year Design I</td>
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<td>ELMC805 Advanced Mathematical Modeling</td>
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</table>
5.2 Four-Year Degree Program

5.3 BSAM Technical Electives

Of the 120 credit hours, a total of 16 semester credit hours of technical electives (marked “ELECTIVE technical” in the BSAM tracking sheets) must be taken as a part of BSAM. This typically means four 4-credit technical elective courses. BSAM students may choose, after consultation with their faculty advisor, among the electives offered each semester. Technical elective courses will include biological, financial and physical science applications through courses offered by the Applied Mathematics Department (see list below) as well as courses offered by other departments besides the Applied Mathematics Department (with approval from
Amanda Hattaway and the student’s advisor); examples include: COMP310 Data Structures, COMP611 Introduction to Biostatistics with Applications, PHYS411 Modern Physics and COMP411 Algorithm Design and Analysis.

Students should consult with their advisors about what they should take. This is especially important for students wishing to go to graduate school. For example a year of real analysis and a year of abstract algebra are recommended for students wishing to enter a PhD program in pure mathematics.

Students should also talk to their advisors if there are other courses that they would like to see offered or if they would like to have any of the listed technical electives offered soon. For example a course that is not listed here can be offered as a Special Topics course if there is not enough time to try to get a course listed in the Academic Catalogue.

The following are technical elective courses that we offer in the Applied Math Department. For course descriptions see: http://www.wit.edu/catalog/ or http://www.wit.edu/applied-mathematics/resources/CourseDescriptions.html

- MATH330 Math Methods in Sci/Eng
- MATH470 Introduction to Abstract Algebra (Notes: 1. For students interested in becoming a HS teacher, this course is required for BU’s Master’s in teaching. (2) A followup course can be offered too, Abstract Algebra II- let us know)
- MATH520 Actuarial Math
- MATH525 Complex Variables
- MATH530 Topology
- MATH 555 Calculus IV
- MATH600 Real Analysis I (Offered in the Fall of 2013)
- MATHXXX Real Analysis II (Offered in the Spring of 2014, as a Special Topics Course)
- MATH635 Partial Differential Equations
- MATH645 Dynamical Systems and Chaos (Offered in the Fall of 2013)
- MATH650 Machine Learning

5.4 Humanities and Social Sciences (HUSS) Graduation Requirements

Of the 120 credit hours required for the BSAM major, students typically have to take 8 credits of English (English I and English II) and 20 other HUSS credits (marked “ELECTIVE Humanities/Social Science” in the BSAM tracking sheets).

The HUSS coursework generally begins with a two-course English sequence, the purpose of which is to instill in our students the skills necessary to communicate, both orally and in writing, in their classes, in the workplace, and in their community. Subsequent courses consist of a wide variety of humanities and social science electives that introduce students to the concepts of community, culture, society, and self.

Notes: Students are required to complete a minimum of 28 Humanities and Social Sciences (HUSS) credits. Of the 28 credit hours, an English sequence needs to completed (typically English 100 and English 130), and 5 electives in humanities and social science courses, with at least one course from the humanities and one course from the social sciences.

Requirements After the English Sequence:

- Four credit hours in Humanities (prefixes HIST, HUMN, LITR, and PHIL)
• Four credit hours in the Social Sciences (prefixes COMM, ECON, POLS, PSYC and SOCL)
• The remaining humanities and social science credit hours may be taken in either category of courses.

ENGLISH REQUIREMENT

Students must successfully complete an English sequence as determined by the English Placement Test results. The English sequences based on placement for the day programs are:

• ENGL100 and ENGL130
• ENGL125 and ENGL145
• ENGL090, ENGL100, and ENGL130
• ENGL070, ENGL080, and ENGL100
• ENGL100, ENGL115, ENGL199 (8 total credits; ENGL199 will stop running after the Spring of 2014) Many of our juniors have taken this sequence before ENGL130 existed.

5.5 Registration Instructions

5.5.1 General Registration Instructions

1. Log into http://lconnect.wit.edu
2. Click on “Leopardweb”
3. Click on “Student”
4. Click on “Registration”
5. Select the semester for which you are registering for
6. Click on “Add/Drop Classes”
7. Enter all the 5-digit CRNs for your courses
8. Click “Submit”

Note if a student has trouble getting into a course offered by the College of Arts and Sciences then please contact Lisa Manness: mannessl@wit.edu. Or if a student is having trouble registering for a computer science course such as COMP128 or COMP132 then please contact Anthony Alamia: alamiaa@wit.edu.

5.5.2 Registering for Humanities and Social Sciences (HUSS) Courses

Students register for these courses after they have completed their English sequence.

The following diagram can help students pick a courses to take at Wentworth:
5.5.3 Registering for a Course at Another Institution

Students must receive permission from the appropriate Department before taking a course at another institution. Students may only petition to take a first or second year course at another institution if they have not failed the course at Wentworth. Please note that taking an approved course at any non-College of the Fenway institution then the course will transfer in as just credits only. (See also the next section, Registering for Courses in the Colleges of the Fenway.)

The following are the steps students must take to see approval for to take a course at another institution:

Step 1: Find an Equivalent Course First, find a course at another institute that matches the description of the Wentworth course you wish to take elsewhere. The course description must come from a current catalog from the institution where the course is to be taken and should include the number of credits. You will also
need to obtain a copy of the course syllabus.

Step 2: Submit Paperwork

Next, fill out a Petition for Course Substitution Form: http://www.wit.edu/applied-mathematics/pdfs/coursesub.pdf. Submit (1) the complete form along with (2) the course description and (3) the course syllabus/learning outcomes to the appropriate department. The department chair determines if the course content and credit hours are equivalent and then approves or denies the petition. Forms and descriptions can be submitted electronically to the appropriate Department Chair or dropped off at the appropriate department office. You do not need an appointment to deliver your forms. Students are notified of the status of their forms by email or phone.

Step 3: Follow Up

After a student completes the course, she or he must arrange for an official transcript to be sent to the Registrar’s Office. In order for the credit to transfer, she or he must earn a final grade of a “C” or better.

5.5.4 Registering for Courses in the Colleges of the Fenway

Students who want to cross-register for a course through the Colleges of the Fenway (COF) should complete a COF cross registration form in the Student Service Center and return it with the required signatures by the published date. If a student takes an approved COF course then the grade will transfer in with the course credits. (Please note that taking an approved course at any non-COF school will transfer in as just credits only.) Students may cross register for up to two COF courses in a given semester. Course offerings and other information are published online at www.colleges-fenway.org. This link is also available through LConnect. Students must also sign and fill out the COF section part of the Course Substitution form (http://www.wit.edu/applied-mathematics/pdfs/coursesub.pdf) and receive permission from the appropriate Department before the program Department Chair gives final approval.

5.6 Cooperative Work Semesters (COOP400/600)

Students must complete two cooperative internships (COOP): one in the summer before their last year and one in the spring of their last year. The minimum standard for a COOP is 32 hours per week for 12 weeks. If a student plans to be on COOP for the semester, register online for your COOP course (COOP400/600). (Note COOP300 is the optional COOP.) Students should not wait for their position and other paperwork to be finalized.

To assist students and advisors in looking for COOPs Wentworth has an internal database co-op jobs called WITworks which can be found here: http://www.wit.edu/career-services/current/WITworks.html. Faculty in our department have a guest account. (Please contact Amanda for that information.) Sophomore and junior students have accounts too from Math 270 that are still valid. New students will get accounts this Fall. The BSAM COOP advisor is Greg Denon, denond@wit.edu, 617-989-4112.

WITworks is not the only way students can try to find a COOP job. In fact, students should have current resumes and plan to bring them to the Applied Math Career Lecture Series and the Career Networking event too. Students and faculty can also look for COOPs by having LinkedIn accounts. (Students use LinkedIn to look up other coops that other Wentworth students have had and to network.) Employers use LinkedIn to help in selecting candidates.

Other COOP Possibilities Besides the Those Listed at WITworks

- For students interested in graduate school or in trying summer research, students should also look at the following link for summer program offerings for their first co-op experience (especially the programs marked as REUs- Research Experiences for Undergraduates): http://www.ams.org/programs/students/undergrad/emp-reu

- The Director’s Summer Program (a National Security Agency program). See: http://www.nsa.gov/careers/opportunities_4_u/students/undergraduate/dsp.shtml Applications are
accepted September 1st- October 15 each year. Applicants who will have had one full year of Analysis and one full year of Algebra by the time this internship would start are strongly recommended to apply to this competitive position.

- **Liberty Mutual** See: http://www.libertymutualgroup.com/omapps/ContentServer?pagename=LMGGroup/Views/LMG
d. This is a good company to apply to if you are interested in becoming an actuary. Applicants who have passed exam P are strongly encouraged to apply to an actuarial internship. When doing a search type in the keyword “internship”. Applications are due for many positions in October. As of August 2013, the internships are not posted yet.

- For students interested in other internship possibilities besides REUs, the above, and those listed at WITworks, please see http://www.ams.org/programs/students/undergrad/emp-internships for a large list of some other places across the nation.

### 5.7 Optional COOP (COOP 300) & Summer Programs

The summer after a first year student’s first year is the designated optional COOP semester. Students can use the semester before to try to get a COOP or they can try to get into a free summer program for more training. For example, http://sph.bu.edu/Biostatistics/summer-institute-for-training-in-biostatistics/menu-id-617790.html is a competitive 6 week program for students that are interested in biostatistics.
The degree audit lists all of a student’s graduation requirements, including the student’s technical elective and humanities and social sciences requirements. Upon course registration, the course will be tagged alongside the requirement. If the course does not fulfill a requirement, then the course will be listed at the bottom of a student’s degree audit. It is important that students and advisors make sure that there are no mistakes in the degree audit. If it appears that there are mistakes, then contact Amanda Hattaway.

Below is how a student can view her or his degree audit.

- Log onto LConnect and click Leopardweb
- Click “Student Records” under the Student tab
- Click “Degree Audit”
- Click “Generate New Evaluation” (located at the center and bottom of page)
- Select your program and hit “Generate Request”
- Select “Detail Requirements” and hit “Submit”

Below is how faculty can can view any student’s degree audit.

- Log onto LConnect and click Leopardweb
- Click “Student Information Menu” under the Faculty Services Tab
- Click “ID Selection” for any student to be looked up or click “Advisee Listing” for just your advisees
- If “Advisee Listing” was clicked then click the “Degree Evaluation” link for the advisee that you want.
- If “ID Selection” was clicked then enter the relevant information (name or unique ID) and click through and select “Degree Audit”
- Click “Generate New Evaluation” (located at the center and bottom of page.)
- Select the bullet link and hit “Generate Request”
- Select “Detail Requirements” and hit “Submit”

Below is an example degree audit
### Degree Evaluation Report

**Program Description**
- **Program**: Applied Mathematics (BSAM)
- **Campus**: Wentworth Institute Technology
- **College**: Arts and Sciences
- **Degree**: Bachelor of Science
- **Level**: Undergraduate
- **Major**: Applied Mathematics
- **Concentrations**:

**Catalog Term**: Fall 2013

**Expected Graduation Date**:

**Request Number**: 1

**Results as of**: Jul 20, 2013

---

**Program Evaluation**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Required</th>
<th>Used</th>
<th>Required</th>
<th>Used</th>
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<tbody>
<tr>
<td>COMP</td>
<td>128</td>
<td>201</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>CSCI</td>
<td>400</td>
<td>600</td>
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<td>0</td>
<td>0</td>
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<tr>
<td>ELEC</td>
<td>655</td>
<td>275</td>
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<td>0</td>
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<tr>
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<tr>
<td>MATH</td>
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<td>310</td>
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<tr>
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<tr>
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<tr>
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<td>691</td>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
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<td>TECH-EL</td>
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<td>270</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Course Attribute Attachment Description**
- Take four four-credit technical electives, selected with the assistance of your academic advisor and department.

**Total Credits and GPA**: 15.00 0.00

---

**Area Requirements**

- **Area 1: BSAM General Ed Courses**

**Detail Requirements**

<table>
<thead>
<tr>
<th>Course</th>
<th>Attribute</th>
<th>Required Credits</th>
<th>Required Courses</th>
<th>Term</th>
<th>Subject Course Title</th>
<th>Attribute Credits Grade Source</th>
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<tbody>
<tr>
<td>ENGL 100</td>
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<td>0.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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</table>

**Total Credits and GPA**: 4.00 0.00

---

**Area Requirements**

- **Area 1: Non-Program Electives**

**Total Required**: 0

---

**Notes**
- The required number of credits for graduation is 120 credits.
- The required GPA for graduation is 2.0.
- This includes courses in progress.
### In Progress Courses

<table>
<thead>
<tr>
<th>Area</th>
<th>Subject</th>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAM General Ed Courses</td>
<td>ENGL</td>
<td>100</td>
<td>ENGLISH I</td>
<td>4.00</td>
</tr>
<tr>
<td>BSAM Major Courses</td>
<td>COMP</td>
<td>128</td>
<td>COMPUTER SCIENCE I</td>
<td>4.00</td>
</tr>
<tr>
<td>BSAM Major Courses</td>
<td>MATH</td>
<td>270</td>
<td>METHODS &amp; TOPICS APL. MATH I</td>
<td>4.00</td>
</tr>
<tr>
<td>BSAM Major Courses</td>
<td>MATH</td>
<td>285</td>
<td>ENGINEERING CALCULUS I</td>
<td>4.00</td>
</tr>
<tr>
<td>BSAM Major Courses</td>
<td>MATH</td>
<td>410</td>
<td>DISCRETE MATH</td>
<td>4.00</td>
</tr>
</tbody>
</table>

Pay attention to this area. Make sure that there are not courses in this section that should be counting as HUSS or technical electives.
CHAPTER
SEVEN

PROFESSIONAL ORGANIZATIONS

Mathematical Association of America (MAA) The MAA is the largest professional society that focuses on mathematics accessible at the undergraduate level. Its mission is to advance the mathematical sciences, especially at the collegiate level. The Joint Mathematics Meetings (along with the AMS) are held every January. A more informal Mathfest meeting is held in August. http://www.maa.org

American Mathematical Society (AMS) The AMS furthers the interests of mathematical research and scholarship. It holds the Joint Mathematics Meetings along with the MAA. http://www.ams.org

Society for Industrial and Applied Mathematics (SIAM) The mission of SIAM is to build cooperation between mathematics and the worlds of science and technology. SIAM fosters the development of applied mathematical and computational methodologies needed in solving many real-world problems. It sponsors conferences on a variety of mathematical topics, and holds its annual meeting in July. http://www.siam.org

American Statistical Association (ASA) The ASA is the world’s largest community of statisticians. It supports excellence in the development, application, and dissemination of statistical science. The Joint Statistical Meetings are held in August, and will be in Boston in 2014. http://www.amstat.org

Society of Actuaries (SOA) The SOA, through research and education, advances actuarial knowledge and improves decision making to benefit society. It is the leading provider of globally recognized credentials establishing actuaries as business leaders who measure and manage risk to support financial security for individuals, organizations, and the public. It holds its annual meeting in October. http://www.soa.org

Association for Women in Mathematics (AWM) The AWM encourages women and girls to study and to have active careers in the mathematical sciences, and promotes equal opportunity and the equal treatment of women and girls in the mathematical sciences. The AWM sponsors its own research symposium, as well as special sessions at the Joint Mathematics Meetings, Mathfest, and the SIAM annual meeting. http://sites.google.com/site/awmmath

American Mathematical Association of Two-Year Colleges (AMATYC) AMATYC’s mission is to promote and increase awareness of the role of two-year colleges in mathematics education. It focuses on the teaching of mathematics up to and including calculus, and holds its annual conference in November. http://www.amatyc.org

National Council of Teachers of Mathematics (NCTM) The National Council of Teachers of Mathematics is the public voice of mathematics education, supporting teachers to ensure equitable mathematics learning of the highest quality for all students through vision, leadership, professional development, and research. Its primary focus is on K-12 education, and usually holds its annual conference in April. http://www.nctm.org
Participating in (and especially winning!) academic competitions and contests can provide impressive additions to your resume or application for graduate school not to mention prizes can be won.

### 8.1 Wentworth Applied Math Competitions

Each year the Applied Mathematics department holds two math competitions, an oral competition and integration bee. The rules may change from year to year but the following were the basic rules for each of the competitions last school year.

The oral competition consisted of progressively harder related series of mathematical logic puzzles, which require no particular math background. Each student had 40 minutes to think through the problem before she or he had to explain the solution to a judge or two.

The integration bee works like a spelling bee except instead of spelling words the competitors have solve integrals. This is a fast-paced competition that is fun to watch too!

In addition there were six cash prizes for the each of the top three winners as described here: [http://www.wit.edu/applied-mathematics/events/Math%20Competitions.html](http://www.wit.edu/applied-mathematics/events/Math%20Competitions.html).

For more information about the competitions, such as when and where can be found at the following please contact the Applied Math Contest Co-Chairs: Professors Dr. Barry Husowitz, husowitz@wit.edu and Dr. Emma Smith Zbarsky, smithzbarskye@wit.edu.

### 8.2 Putnam Exam

The William Lowell Putnam Mathematical Competition (or Putnam Competition for short) is a very prestigious college-level undergraduate mathematics examination administered by the Mathematical Association of America (MAA) to stimulate a healthy rivalry in mathematical studies in the colleges and universities of the United States and Canada. It is designed for mathematics and engineering majors and is held on the first Saturday of December every year. The Putnam Competition covers the formal theories embodied in undergraduate mathematics and includes somewhat more sophisticated mathematical concepts than is the case in minimal courses. Students are required to solve twelve problems, each of which is graded on a basis of 0 to 10 points.

Prizes are awarded to the departments of mathematics of the institutions with the five winning teams. In addition, prizes are awarded to each of the members of these teams. The five highest ranking individuals are designated Putnam Fellows by the Mathematical Association of America.

The Applied Mathematics Department at Wentworth Institute of Technology plans to host its first Putnam Competition for its students this December. We look forward to this fun and intellectually challenging experience! We will be holding practice sessions (over pizza!) for participating students once a week every
week throughout the semester starting in September and continuing right up to the week before the Putnam Competition in December. Practice times will be decided so that all participating students are able to attend every session. Interested students should contact the faculty member in charge, Dr. Sukanya Basu (basus@wit.edu) and/or Amanda as soon as possible for more information on how to sign up for the Putnam Competition. See the Putnam Competition website http://math.scu.edu/putnam for more information.
Some BSAM students may wish to minor in other subject area. This is highly encouraged as this is an interdisciplinary degree. A minor is easy to complete for students who are completing the BSAM program in more than 3 years.

For students who are working on finishing in three years then a minor is still possible if: 1) they have transfer or A.P. credit or 2) if they are minoring in fields where some of the course work from other departments could double count as a BSAM technical elective. (Speak with your advisor if you have questions about that.)

The following are a list of the current minors at Wentworth (to see minor requirements, scroll to the bottom of the page in many cases.)

- Applied Mathematics (BSAM students cannot minor in this!)
- Bioinformatics: http://www.wit.edu/catalog/2013-Catalog/academic-programs/arts-sciences/sciences.html
- Biology: http://www.wit.edu/catalog/2013-Catalog/academic-programs/arts-sciences/sciences.html
- Business Management: http://www.wit.edu/catalog/2013-Catalog/academic-programs/arts-sciences/management.html
- Chemistry: http://www.wit.edu/catalog/2013-Catalog/academic-programs/arts-sciences/sciences.html
- Computer Science: http://www.wit.edu/catalog/2013-Catalog/academic-programs/eng-tech/compsci.html
- Construction Management: http://www.wit.edu/catalog/2013-Catalog/academic-programs/arch-des-con/construction.html
- Electrical Engineering: http://www.wit.edu/catalog/2013-Catalog/academic-programs/eng-tech/electrical-eng.html
- Industrial Design: http://www.wit.edu/catalog/2013-Catalog/academic-programs/arch-des-con/industrial.html
- Manufacturing: http://www.wit.edu/catalog/2013-Catalog/academic-programs/eng-tech/mechanical-eng.html
- Media, Culture and Communication Studies: http://myweb.wit.edu/MediaMinor.pdf
- Physics: http://www.wit.edu/catalog/2013-Catalog/academic-programs/arts-sciences/sciences.html

For a longer description of all minors, unzip this folder: http://myweb.wit.edu/minors.zip
10.1 Financial Aid Advisor

Please identify the student’s financial aid advisor by seeing: http://www.wit.edu/ssc/financial/New%20Student%20Page.html

10.2 Co-op Advisor

Greg Denon, denond@wit.edu, 617-989-4112, is our major’s COOP advisor. Students should meet with him and meet with their academic advisors to help them with the COOP searches. Students and faculty should ask him for a WITworks (WIT’s internal COOP database) account to aid in the process to help students get a COOP.

10.3 Center for Wellness and Disability Services

- Phone: (617) 989-4390
- Fax: (617) 989-4571
- Email: counseling@wit.edu
- Watson Hall 003

This is a space that specializes in counseling and disability services. As stated on their webpage, http://www.wit.edu/counseling/index.html,

Counseling is appropriate for any student who is troubled by a specific issue or has a general concern. Students seek counseling for depression, anxiety, family and interpersonal issues, adjustment to college life, stress management, academic difficulties, and other issues of concern.

Also as stated on this webpage, the following people should use disability services:

**Students with:**

- learning disabilities
- ADD or ADHD
- chronic health issues
- physical and mobility limitations
- psychiatric disabilities
- autism spectrum disorders
- hearing impairments
- visual impairments
- speech or communication related issues
- temporary disabilities such as orthopedic injuries

Faculty and/or staff who:
- teach students with disabilities
- think a student may benefit from additional support
- have questions regarding equal access to educational opportunities

10.4 Professors and Staff in the Department of Applied Mathematics

10.4.1 Staff

Pat Hafford, Dean of College of Arts and Sciences Ira Allen Room 320, 617-989-4870, haffordp@wit.edu

Amanda Hattaway, Chair of the Applied Math Department Ira Allen Room 319, 617-989-4368, hattawaya@wit.edu

Vanessa St. Laurent, Academic Coordinator of Applied Mathematics and Sciences Departments Ira Allen 323, 617-989-4333, stlaurentv@wit.edu

Lisa Manness, Assistant to the Dean of the College of Arts and Sciences Beatty Hall 403, 617-989-4370, mannessl@wit.edu

10.4.2 Applied Mathematics Faculty

Everyone below has an office on the third floor of Ira Allen, with the exception of John Haga and Ophir Feldman who share an office in the ground level of Ira Allen.

<table>
<thead>
<tr>
<th>Professors</th>
<th>Gary M. Simundza</th>
<th>Dwight F. Horan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professors</td>
<td>Robert C. Cournoyer</td>
<td>Donald C. Filan</td>
</tr>
<tr>
<td>Amanda Hattaway, Ph.D.</td>
<td></td>
<td>Anita A. Penta</td>
</tr>
<tr>
<td>Assistant Professors</td>
<td>Sukanya Basu, Ph.D.</td>
<td>Barry Husowitz, Ph.D.</td>
</tr>
<tr>
<td>Ophir Feldman, Ph.D.</td>
<td></td>
<td>Grace Kennedy, Ph.D.</td>
</tr>
<tr>
<td>Georgi Gospodinov, Ph.D.</td>
<td></td>
<td>Emma Smith Zbarsky, Ph.D.</td>
</tr>
<tr>
<td>John Haga, Ph.D.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To see what the applied math professors look like and where they went to school see: http://www.wit.edu/applied-mathematics/faculty/index.html.
10.5 Advising Website and the Student Services Website

Much of the information that is in this manual is applied math-specific. There are at least three other websites everyone at Wentworth uses:

- The Academic Catalogue: http://www.wit.edu/catalog/
- The Student Services website (which has current information about financial aid, registration and school policies, etc.):
  http://www.wit.edu/ssc/
- The general advising website: http://www.wit.edu/advising/

The advising website contains very useful information for students about their responsibilities and resources for completing their degree (much of which is in this manual), including:

1. Procedures for Advisors: http://www.wit.edu/advising/resources/procedures-advisors.html and a link to the general Wentworth Advising Manual http://www.wit.edu/advising/resources/docs/2012AdvisingManual.pdf. These links contain definitions for students and faculty including information on:
   - The Procedures for Academic Advisors
   - Grades, Honors, and Academic Progress/Standing
   - Calculating GPA
   - Probation Checklist
   - Academic Appeals/Student Grievance Procedure
   - Academic Honesty and Conduct Policy
   - Colleges of the Fenway Cross-Registration Procedures
   - Department Tracking Sheets (Most current year only!)
   - CPCE Tracking Sheets
   - Electives
   - Forms (Attendance Warning, Change of Major)
   - Humanities/Social Sciences Graduation Requirements
   - Registration Reminders

2. Resources-The site also provides information for students about the Learning Center, writing assistance, Center for Wellness and Disability Services (which includes counseling), and other resources the Institute provides for students.
### 10.6 Academic Department Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Phone</th>
<th>Email</th>
<th>Assistant</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Applied Math</td>
<td>Amanda Hattaway</td>
<td>4368</td>
<td><a href="mailto:hattaway@wit.edu">hattaway@wit.edu</a></td>
<td>Vanessa St. Laurent</td>
<td>4333</td>
<td><a href="mailto:stlaurentv@wit.edu">stlaurentv@wit.edu</a></td>
</tr>
<tr>
<td>Architecture</td>
<td>Michael MacPhail</td>
<td>4455</td>
<td><a href="mailto:macphail@wit.edu">macphail@wit.edu</a></td>
<td>Keeran Hariprasad</td>
<td>4471</td>
<td><a href="mailto:hariprasadk@wit.edu">hariprasadk@wit.edu</a></td>
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<td>Shanker Krishnan</td>
<td>4266</td>
<td><a href="mailto:krishnans@wit.edu">krishnans@wit.edu</a></td>
<td>Barbara Bourque</td>
<td>4220</td>
<td><a href="mailto:bourqueb@wit.edu">bourqueb@wit.edu</a></td>
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<tr>
<td>Business Management</td>
<td>Suzanne Kennedy</td>
<td>4099</td>
<td><a href="mailto:kennedys@wit.edu">kennedys@wit.edu</a></td>
<td>Elaine Morm</td>
<td>4293</td>
<td><a href="mailto:mome@wit.edu">mome@wit.edu</a></td>
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<td>Civil Engineering &amp; Technology</td>
<td>John (Jack) Duggan</td>
<td>4181</td>
<td><a href="mailto:dugganj@wit.edu">dugganj@wit.edu</a></td>
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<tr>
<td>Computer Engineering &amp; Technology</td>
<td>Ali Khebri</td>
<td>4214</td>
<td><a href="mailto:khebria@wit.edu">khebria@wit.edu</a></td>
<td>Chris Kane</td>
<td>4120</td>
<td><a href="mailto:kanecc@wit.edu">kanecc@wit.edu</a></td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>Suzanne Kennedy</td>
<td>4049</td>
<td><a href="mailto:kennedys@wit.edu">kennedys@wit.edu</a></td>
<td>Elaine Morm</td>
<td>4293</td>
<td><a href="mailto:mome@wit.edu">mome@wit.edu</a></td>
</tr>
<tr>
<td>Computer Science &amp; Networking</td>
<td>Chuck Horchak</td>
<td>4831</td>
<td><a href="mailto:horchaksc@wit.edu">horchaksc@wit.edu</a></td>
<td>Anthony Alamaia</td>
<td>4272</td>
<td><a href="mailto:alamaia@wit.edu">alamaia@wit.edu</a></td>
</tr>
<tr>
<td>Construction Management</td>
<td>Scott Sumner</td>
<td>4259</td>
<td><a href="mailto:sumnerc@wit.edu">sumnerc@wit.edu</a></td>
<td>John Garcia</td>
<td>4170</td>
<td><a href="mailto:garciapyj@wit.edu">garciapyj@wit.edu</a></td>
</tr>
<tr>
<td>Electromechanical Engineering</td>
<td>Fred Driscoll</td>
<td>4155</td>
<td><a href="mailto:driscollf@wit.edu">driscollf@wit.edu</a></td>
<td>Barbara Bourque</td>
<td>4220</td>
<td><a href="mailto:bourqueb@wit.edu">bourqueb@wit.edu</a></td>
</tr>
<tr>
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<td><a href="mailto:kanecc@wit.edu">kanecc@wit.edu</a></td>
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<tr>
<td>Facilities Planning &amp; Management</td>
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<td>Elaine Morm</td>
<td>4293</td>
<td><a href="mailto:mome@wit.edu">mome@wit.edu</a></td>
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<tr>
<td>Humanities &amp; Social Sciences</td>
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<td>4953</td>
<td><a href="mailto:bernierr@wit.edu">bernierr@wit.edu</a></td>
<td>Elaine Morm</td>
<td>4293</td>
<td><a href="mailto:mome@wit.edu">mome@wit.edu</a></td>
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<tr>
<td>Industrial Design</td>
<td>Sam Montague</td>
<td>4640</td>
<td><a href="mailto:montagues@wit.edu">montagues@wit.edu</a></td>
<td>Tred DiSalvatore</td>
<td>4050</td>
<td><a href="mailto:disalvatorect@wit.edu">disalvatorect@wit.edu</a></td>
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<tr>
<td>Interior Design</td>
<td>Sean Stewart</td>
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<td>Tred DiSalvatore</td>
<td>4050</td>
<td><a href="mailto:disalvatorect@wit.edu">disalvatorect@wit.edu</a></td>
</tr>
<tr>
<td>Interdisciplinary Engineering</td>
<td>Sandeep Dhillon</td>
<td>4793</td>
<td><a href="mailto:diwalids@wit.edu">diwalids@wit.edu</a></td>
<td>Barbara Bourque</td>
<td>4220</td>
<td><a href="mailto:bourqueb@wit.edu">bourqueb@wit.edu</a></td>
</tr>
<tr>
<td>Mechanical Engineering &amp; Technology</td>
<td>Michael Jackson</td>
<td>4125</td>
<td><a href="mailto:jacksonnm@wit.edu">jacksonnm@wit.edu</a></td>
<td>Barbara Bourque</td>
<td>4220</td>
<td><a href="mailto:bourqueb@wit.edu">bourqueb@wit.edu</a></td>
</tr>
<tr>
<td>Sciences</td>
<td>Paloma Valverde</td>
<td>4499</td>
<td><a href="mailto:valverdep@wit.edu">valverdep@wit.edu</a></td>
<td>Vanessa St. Laurent</td>
<td>4333</td>
<td><a href="mailto:stlaurentv@wit.edu">stlaurentv@wit.edu</a></td>
</tr>
</tbody>
</table>

Please note, if no one gets back to you above or for general questions then contact Amanda Hattaway.
## 10.7 Other Department Contacts

<table>
<thead>
<tr>
<th>For Questions Regarding</th>
<th>Contact</th>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting students w/ Emotional/behavioral issues, Time/stress management, etc.</td>
<td>Maura Mulligan</td>
<td>Center for Wellness and Disability Services, Watson Hall 003</td>
<td>617-989-4232, 617-989-4390</td>
<td><a href="mailto:muliganm@wit.edu">muliganm@wit.edu</a>, <a href="mailto:counseling@wit.edu">counseling@wit.edu</a>,</td>
</tr>
<tr>
<td>Athletics</td>
<td>Angel Ayres</td>
<td>TANSE-301E</td>
<td>617-989-4159</td>
<td><a href="mailto:ayrcea@wit.edu">ayrcea@wit.edu</a></td>
</tr>
<tr>
<td>Billing &amp; Tuition Payments</td>
<td>Any staff member</td>
<td>Student Service Center, Williston 100 (first floor)</td>
<td>617-989-4020</td>
<td><a href="mailto:SSC@wit.edu">SSC@wit.edu</a></td>
</tr>
<tr>
<td>Who is a student’s financial aid counselor – see: <a href="http://www.wit.edu/ssc/financial/New20Student20Page.html">http://www.wit.edu/ssc/financial/New20Student20Page.html</a></td>
<td>Check the webpage to the left.</td>
<td>Student Service Center, Williston 100 (first floor)</td>
<td>General number: 617-989-4020</td>
<td><a href="mailto:SSC@wit.edu">SSC@wit.edu</a></td>
</tr>
<tr>
<td>Trouble getting into an open College of Arts and Sciences course?</td>
<td>Lisa Manness</td>
<td>Beatty Hall Room 403</td>
<td>617-989-4370</td>
<td><a href="mailto:mannesszl@wit.edu">mannesszl@wit.edu</a></td>
</tr>
<tr>
<td>Troubling getting into an open Computer Science course?</td>
<td>Anthony Alemia</td>
<td>Watson Hall, nest door to Center for Wellness and Disability Services</td>
<td>617-989-4272</td>
<td><a href="mailto:alemiae@wit.edu">alemiae@wit.edu</a></td>
</tr>
<tr>
<td>Career Exploration &amp; Internships</td>
<td>Greg Denon, Director of the Career Center and also the BSAM COOP advisor</td>
<td>Wentworth Hall, 101</td>
<td>617-989-4112</td>
<td><a href="mailto:denong@wit.edu">denong@wit.edu</a></td>
</tr>
<tr>
<td>Immigration/other non-Academic concerns for International Students</td>
<td>Jeanmarie Ambrose</td>
<td>International Student Services, Student Service Center, Williston 100</td>
<td>617-989-4391</td>
<td><a href="mailto:ambrosea@wit.edu">ambrosea@wit.edu</a></td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Susan Paris</td>
<td>Associate Provost, Williston Room 205</td>
<td>617-989-4589</td>
<td><a href="mailto:pariss@wit.edu">pariss@wit.edu</a></td>
</tr>
<tr>
<td>On-Campus Housing</td>
<td>Phil Bernard, Director</td>
<td>Office of Housing and Residential Life, EVANS 004C</td>
<td>617-989-4279</td>
<td><a href="mailto:housing@wit.edu">housing@wit.edu</a>, <a href="mailto:bernarddp@wit.edu">bernarddp@wit.edu</a></td>
</tr>
<tr>
<td>Services for Students w/ Special Needs, General Advocacy for all students</td>
<td>Maura Mulligan</td>
<td>Center for Wellness and Disability Services, Watson Hall 003</td>
<td>617-989-4232, 617-989-4390</td>
<td><a href="mailto:muliganm@wit.edu">muliganm@wit.edu</a>, <a href="mailto:counseling@wit.edu">counseling@wit.edu</a>,</td>
</tr>
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Please contact Amanda Hattaway, Department Chair of Applied Math, x4368 or hattaway@wit.edu. Or visit this forum http://witmathadvising.freeforums.net/ to post a question or see other questions that may have already been answered.
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