

ADVISING HOLDS - SUMMER/FALL 2020 REGISTRATION

Mechanical and Aerospace Engineering

Advising Instructions

PLEASE follow the procedures below in order to have your Advising Hold lifted. All students in the Herbert Wertheim College of Engineering have an Advisement Hold placed on their records. Therefore, you are required to meet with an advisor or peer advisor prior to registering. **Make sure you complete this task by the end of this semester – April 22.**

PART 1: Instructions and Holds

1. **Things to do:** Please review your **degree audit and curriculum sheet** to make a **preliminary schedule** of courses you plan to take for **Summer/Fall 2020**. Check off the courses that you have completed on the **Curriculum Sheet**. Once this has been completed go to https://ufl.qualtrics.com/jfe/form/SV_blrsHAKotcgScf3 and submit your online course schedule. This process must be completed prior to meeting with a **peer advisor in 219E MAE-A**.
2. After this process you will receive an email notification of your course schedule. Once completed, proceed to meet with your peer advisor and present this notification of your course schedule. You must first sign in on the computer in room **219E MAE-A** and select peer advisor before being seen.
3. Go to <https://one.ufl.edu>, click on “Register / View Schedule”, and look for other ‘Holds’ that you may have (**please keep in mind that your holds may differ from your peers**). By taking care of your ADVISING HOLD now will keep you from having unnecessary delays when it is time for you to register for your Summer/Fall 2020 courses. If you have other holds on your record such as **Academic**, Tracking and/or a Dean's Hold, we will **only remove the Advisement Hold**. Students, who are on probation, will **NOT** be allowed to register for Summer/Fall 2020 until either a contract has been completed or until the end of Spring 2020 when the grades are posted to your official UF transcript.
4. Reasons why you could be on probation: ❶ Your critical tracking GPA is below 2.50 (2.80 is required for students admitted in Fall 2019 or after); ❷ You are retaking a critical tracking course; ❸ Your department/major, upper division or cumulative GPA(s) are below 2.00; and/or ❹ Term GPA below a 2.0. If any of these applies to you, go to: www.timetrade.com/book/CXNKC and schedule an appointment with Dr. Bruce Carroll, Room 218 MAE-A, to discuss your progress. **We ask that you PLEASE Do Not Call or E-mail the department to find out if you are on probation, check your degree audit and your holds!**

PART 2: Advising Schedule and Information

1. **Graduating Seniors (if you are graduating in Summer/Fall 2020)**

Please fill out your Summer/Fall 2020 schedule here to complete your graduation review:
https://ufl.qualtrics.com/jfe/form/SV_eCDQ7kjTYAiXbqB.

If your schedule is accurate, your hold will be removed within **3-5 business days**. If it is not accurate, you will receive an email from Michael Fitzgerald.

2. **All Other Students ~ February 10 – April 22**

You must complete your course schedule here https://ufl.qualtrics.com/jfe/form/SV_blrsHAKotcgScf3 and meet with a **Peer Advisor (see peer advisor schedule)** in 219E MAE-A (**be sure to sign in**) before your advising hold is removed by advising staff (all hours are walk-in, no appointments needed).

3. **Co-op, Internship and Study Abroad ~ Students who are currently on Co-Op, Internships and Study Abroad (whom are not graduating in Summer/Fall 2020)** should following the same steps but do NOT have to come in. A copy of your schedule will be given to a peer advisor for review. https://ufl.qualtrics.com/jfe/form/SV_blrsHAKotcgScf3