ADvising instructions

1. What do I need to know?

All students in the Herbert Wertheim College of Engineering have an Advisement Hold placed on their records each semester. Follow the procedures below to have your Advisement Hold lifted.

★ It is REQUIRED that you meet with an MAE Advisor or MAE Peer Advisor prior to registering unless you graduate Spring 2021.

★ Tip: don’t wait until the deadline—it takes up to 5 business days for holds to be removed

2. What do I need to do? Complete the following by December 4

Freshmen — Contact First Year Advising at advising@eng.ufl.edu. You are not advised by MAE.

Graduating Seniors (graduating in Spring 2021; including those on co-op, internship, study abroad)

☑ Review your degree audit and curriculum sheet for your catalog year to see what requirements you have left.

• Curriculum sheets are on our website: https://mae.ufl.edu/academics/undergraduate/advising-curriculum/.

☑ Based on the courses you still need to take, create a preliminary schedule for the Spring 2021 term.

☑ Submit your schedule to complete your graduation review: https://ufl.qualtrics.com/jfe/form/SV_bJbXAz3KTkPAZjn

★ If your schedule is accurate, your hold will be removed within 5 business days.

★ If your schedule is not accurate, you will receive an email from Michael Fitzgerald.

☑ Go to https://one.ufl.edu, click on “Register / View Schedule”, and look for other “Holds” that you may have. If you have other holds on your record, keep in mind we will only remove the Advisement Hold. Hover over or click each hold to see what it is for.

All Other Students (sophomores, juniors, non-graduating seniors; including those on co-op, internship, study abroad)

☑ Review your degree audit and curriculum sheet for your catalog year to see what requirements you have left.

• Curriculum sheets are on our website: https://mae.ufl.edu/academics/undergraduate/advising-curriculum/.

☑ Based on the courses you still need to take, create a preliminary schedule for the Spring 2021 term.

☑ Discuss your schedule with an MAE Peer Advisor. PA Info: https://mae.ufl.edu/academics/undergraduate/advising-curriculum/

☑ Submit your schedule to: https://ufl.qualtrics.com/jfe/form/SV_6safNlaHAJP9Xf

• You will receive a confirmation email from the survey immediately upon submission.

• Do NOT email advising@mae.ufl.edu to request your hold be removed immediately.

★ If your submission and your account have no issues, your hold will be removed within 5 business days.

☑ Go to https://one.ufl.edu, click on “Register / View Schedule”, and look for other “Holds” that you may have. If you have other holds on your record, keep in mind we will only remove the Advisement Hold. Hover over or click each hold to see what it is for.

• If you have a GPA/probation hold, schedule an appointment with Dr. Bruce Carroll to discuss your progress by emailing him at bfc@ufl.edu. Include your name, UFID, and a clear explanation of your situation.

Contact Information

Questions about extra-curricular involvement, professional development, or research and internships? Speak to a Peer Advisor!

Zoom walk-in hours: links are posted on the MAE Undergrad Advising Canvas.

Peer Advisor profiles and schedules can be found at: https://mae.ufl.edu/academics/undergraduate/advising-curriculum/

If you need to contact any MAE Advisor, please include your UFID and question in an email to: advising@mae.ufl.edu

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