All students in the Herbert Wertheim College of Engineering have a \textit{College Registration Hold (EG)} each fall and spring. It is \textbf{REQUIRED} that you meet with an MAE Advisor or Peer Advisor prior to registering unless you graduate in Summer/Fall 2022. Do not wait until the deadline—it takes up to \textbf{5 business days for holds to be removed} (longer for graduating seniors after March 25).

\textbf{Complete the following by April 20}

\textbf{Freshmen} — Contact First Year Advising at advising@eng.ufl.edu. You are \textbf{not} advised by MAE yet.

\textbf{Graduating Seniors} (graduating Summer or Fall 2022)

Review your \textit{degree audit} and \textit{curriculum sheet} to see what requirements you have left.

Based on the courses you still need to take, create a preliminary schedule for the Summer/Fall 2022 term(s).

1.) Submit your schedule to complete your graduation review: \url{https://ufl.qualtrics.com/jfe/form/SV_9nwRZ6GRKKBkeF0}

\begin{itemize}
\item If your schedule is accurate, your hold will be removed within \textbf{5 business days}. Submissions after \textbf{March 25} may take up to \textbf{10 business days} for the hold to be removed.
\item If your schedule is \textbf{not} accurate, you will receive an email from Michael Fitzgerald.
\end{itemize}

2.) Go to \url{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 \textit{we will only remove the advising hold}. Hover over or click each hold to see what it is for.

\textbf{Sophomores, Juniors, Non-Graduating Seniors, Transfers}

Review your \textit{degree audit} and \textit{curriculum sheet} to see what requirements you have left.

Based on the courses you still need to take, create a preliminary schedule for the Summer/Fall 2022 term(s).

1.) Discuss your schedule with an MAE Peer Advisor. PA info is located on the MAE Undergrad Advising Canvas course.

2.) Submit your schedule to: \url{https://ufl.qualtrics.com/jfe/form/SV_a9TVrnl4Pk3Oj7U}

\begin{itemize}
\item You will receive a confirmation email from the survey immediately upon submission.
\item \textbf{Do NOT} email \url{advising@mae.ufl.edu} to request your hold be removed immediately.
\item If your submission and record have \textbf{no issues}, your hold will be removed within \textbf{5 business days}.
\end{itemize}

3.) Go to \url{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 \textit{we will only remove the advising hold}. Hover over or click each hold to see what it is for.

\begin{itemize}
\item If you have a \textbf{GPA/probation hold}, email \url{advising@mae.ufl.edu} to discuss your progress. Include your name, UFID, and an explanation of your situation.
\end{itemize}

\textbf{Contact Information}

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

\begin{itemize}
\item Zoom walk-in hours: links are posted on the MAE Undergrad Advising Canvas site.
\item Peer Advisor profiles and schedules can be found on the MAE Canvas as well.
\end{itemize}

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

Appointments may be booked on the Appointment Booking page of Canvas. Book with the advisor who specializes in the area you need assistance with.

\textbf{Revised 1/28/2022}