

MAE Pre-Registration Advising Instruction Sheet

Please read the following instructions thoroughly and be sure to follow each step as described to avoid any delays in having your pre-registration advising hold removed.

STEP 1: Print out a hard copy of the attached MAE Pre-Registration Advising and Academic Career Advising form.

STEP 2: Print out a hard copy of your My Planner from the MyPack Portal. Use the My Planner tool to plan your courses for the next two regular semesters (fall, spring) and summer (if applicable).

- You must plan a minimum of two (2) regular semesters, but you are encouraged to develop a plan for all of your remaining semesters as an undergraduate.
- Include all courses you plan to take, even GEPs and health and exercise studies.
- Include the appropriate co-op courses for semesters when you are planning to co-op (COP 100, COP 200, etc.), if applicable.
- Include the NCSU equivalents of courses you plan to take while studying abroad or visiting another college during the summer to take transfer courses, if applicable.

STEP 3: Print out a hard copy of your Degree Audit from the MyPack Portal.

- Be sure to do this AFTER you have completed your plan in the My Planner to ensure your Degree Audit reflects your current plan.

STEP 4: Meet with your Academic Career Advisor and get your Academic Career Advising form signed.

- Details about the Academic Career Advising program are provided in the email you were sent regarding pre-registration advising.
- This step is not required for EFY students.
- Students who are away from campus completing a co-op rotation or studying abroad are exempt from this step for the current semester.

STEP 5: Attend a group advising session. Bring your completed advising documents.

- The days and times are provided in the email you were sent regarding pre-registration advising.
- There are only THREE (3) sessions, so be sure to pay attention to the dates.
- Juniors and Seniors who have completed at least 4 semesters at NC State are exempt from attending group advising and may submit your documents directly to the MAE undergraduate office (EB3 3205).
- Students who are away from campus completing a co-op rotation or studying abroad may send the required documents via email to cheryl_tran@ncsu.edu.

MAE Pre-Registration Advising Form

Name First:

M.I.:

Last:

Student ID #

Email

Curriculum EFY-AE Intended ☐ EFY-ME Intended ☐ AE ☐ ME ☐ Other ☐ Please specify

By signing this form, I confirm while developing my plan of work I checked course prerequisites, course availability, and that the courses in my plan meet my degree requirements in accordance with the NC State University degree progress policies.

Signature of Student

Date

Academic Career Advising

(not required for EFY students)

In the beginning of each semester, AE and ME students check in with their designated Academic Career Adviser to discuss academic career decisions, both curricular and extracurricular. The level of the discussion varies from a simple check-off to a lengthy discussion with the goal to provide the student with the opportunity to receive advice to assist with updating his or her individual career success plan on a semester basis.

Name of Faculty Academic Career Advisor

Signature of Faculty Academic Career Advisor

Date

This form attests that I, the Student Advisee, met with my Faculty Academic Career Adviser, to discuss my individual four-year career success plan.

Signature of Student

Date

Please attach the following documents to this form:

- Print out of your My Planner from the MyPack Portal
- Print out of your Degree Audit from the MyPack Portal