

## **MAE Pre-Registration Advising Instruction Sheet (EFY and Continuing MAE Students)**

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 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: 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](mailto:cheryl_tran@ncsu.edu).

## MAE Pre-Registration Advising Form

Name First:

M.I.:

Last:

Student ID #

Email

Curriculum:

EFY-AE Intended

AE

EFY-ME Intended

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

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