

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.
- Delete all “old” semesters from your planner (“old” semesters = all semesters before the upcoming semester or summer).

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 attended at least 4 semesters at NC State (including summer terms) 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

☐ 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