This document reviews the procedures for the University of Nebraska – Lincoln Master’s of Architectural Engineering (MAE) in roughly chronological order. Please refer also to the MAE Curriculum.

7th Semester – Senior Fall

The AE program encourages you to take graduate courses that will apply towards your MAE degree, before graduating with the Bachelor’s of Science degree. To do so, follow these steps:

- If you plan to take graduate courses towards the MAE degree as an undergraduate student, you must complete the “Seniors at UNO Request to Register for Graduate Credit” form for those specific courses (found on-line at [http://www.unomaha.edu/graduate/downloads/permissionGraduateClasses-seniors.pdf](http://www.unomaha.edu/graduate/downloads/permissionGraduateClasses-seniors.pdf)).
  - You must (a) have a 3.0 GPA in your major and (b) be within 12 months of receiving your BSAE degree for this request to be granted.
  - Bring the form to your undergraduate advising meeting with your academic advisor. Your advisor can sign the Request Form as the departmental representative.
  - Take the completed Request Form to Brenda Painter. She will assist with obtaining College approval and forwarding the form to the appropriate offices.

- Request permits to enroll in the specific graduate courses on your Advising Form which goes to Ms. Brenda Painter.
  - Your faculty advisor will sign off on these permits, if you have met the requirement concerning your cumulative GPA in the BSAE program, mentioned above.
  - **Suggested time: during registration for spring courses**

8th Semester – Senior Spring

- Complete the “Application for Degree” form through UNO mavlink to graduate with your Bachelor’s degree in Architectural Engineering. Please refer to the following website for more details: [http://registrar.unomaha.edu/graduate.php](http://registrar.unomaha.edu/graduate.php)

- Apply to the University of Nebraska – Lincoln Master of Architectural Engineering degree. Please refer to the UNL Office of Graduate Studies website at [http://www.unl.edu/gradstudies/prospective/steps](http://www.unl.edu/gradstudies/prospective/steps) for more details.
  - Required application materials include: (a) application and application fee (on-line at [http://gradapp.unl.edu](http://gradapp.unl.edu)), (b) 1 copy of your transcripts from each University you have attended (including UNO), and (c) a MAE Project Proposal. You do not need to submit letters of recommendation.
  - To be admitted into the MAE program, an applicant’s cumulative GPA in the BSAE program must be 3.0 or greater. An applicant whose GPA falls below 3.0
is encouraged to retake courses in the BSAE program that have lowered the GPA and apply to the MAE degree at a later time.

- **Deadline for fall 2014 admission**: March 31, 2014.
- **Deadline for spring 2015 admission**: October 31, 2014

- After you are admitted into the MAE degree program, complete a University of Nebraska Intercampus Registration Form. More information may be found at: http://www.unl.edu/gradstudies/prospective/steps#ic
  - This form may be completed online at: https://intercampus.nebraska.edu/pre_inter_campus.aspx
  - Your degree campus is “Lincoln”, while your visiting campus is “Omaha”.
  - As a student in the College of Engineering, you need to complete this form each semester.
  - After the form has been processed, you will be able to register for your graduate courses on mavlink. Generally, the graduate system is NOT like the undergraduate system – you do not have to meet with an advisor and have flags removed each semester. However, you may need to request special permits to register for certain classes or for 15 credits (12 credits of graduate course work is normally permitted).
  - **Suggested time: mid-April**

- Meet with a faculty advisor, to:
  - Discuss classes and have the hold on your registration removed, if necessary.
  - If you are taking any “Special Topics” courses (e.g. AE 8940-***), then request permits to take these classes.
  - The normal course load limit for graduate students is 12 credit hours. If you are taking 15 credit hours, please mark this on the advising form and have your advisor sign off. (Dean’s signature is not required.)
  - Start considering who your MAE (AE8010/8020) adviser is going to be. Please see available AE technical advisers list provided separately.
  - **Suggested time: March- May**

**Summer between 8th and 9th Semesters**

- Submit your final UNO transcript to the UNL Office of Graduate Studies, to become fully admitted to the MAE degree as a Graduate Student in Full Standing.
  - **Suggested time: after BSAE graduation**
- If you require a departmental letter that describes your enrollment in the UNL MAE degree for financial aid purposes, please send a request via email to Dr. Tiller.
Familiarize yourself with the UNL Graduate Studies Bulletin, particularly the “Requirements for Master’s Degrees” and “Scholastic Grade Requirements”. This document may be found online at: http://www.unl.edu/unlpub/grad.html

- You must have a cumulative 3.0 GPA in your graduate coursework to receive the Master’s of Architectural Engineering degree.

Familiarize yourself with the UNL Master’s Degree Forms and Deadlines, found online at: http://www.unl.edu/gradstudies/current/degrees#masters.

9th Semester – Graduate Fall

- Take the Fundamentals of Engineering exam, if you haven’t already done so. The deadline for registration typically occurs in the first week of September. Visit the website of the Nebraska State Board of Engineers and Architects for more details: http://www.ea.state.ne.us/engr_exam_internship.html

- Complete the “Memorandum of Courses” form (found on-line at http://www.unl.edu/gradstudies/current/Masters-Memorandum.pdf).
  - The MAE degree is an ‘Option III’ degree. Your major is Architectural Engineering; you may input your option area under ‘Area of Specialization’.
  - Obtain the approval and signature of an AE faculty member in your option area (typically your MAE Grad Project Option Advisor) for your ‘Major Advisor’.
  - Please note that at least 18 credits of coursework must be ‘graduate-credit-only’ courses (i.e., courses that do not have an undergraduate counterpart).
  - Please leave the “Topic of Field of Thesis” line blank.
  - Submit the completed form to Ms. Cassandra Yates by November 15. The Chair of the AE Graduate Committee will sign approved forms, and they will be forwarded to the UNL Office of Graduate Studies.
  - This step must be completed in the semester BEFORE you plan to graduate.

10th/Final Semester – Graduate Spring

- If you need to make changes to the “Memorandum of Courses” form you submitted last semester, please send an email to Dr. Tiller, listing the classes to be switched, prior to the UNL “Application for Degree” deadline.

- Complete the UNL “Application for Degree” form (found on-line at http://www.unl.edu/regrec/resources/forms/DEGRAPPNEW.pdf).
  - Submit by the announced deadline (typically in late January), along with graduation application fee to the UNL Graduation Services Office, in 109 Canfield Administration Building.
Architectural Engineering Program
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- Inform Dr. Tiller or Ms. Yates about whether (a) you would like to graduate in Omaha and if so, (b) how you would like your name to appear in the Omaha Commencement Program.

- Complete the “Final Examination Report” form (Parts 1-4) (found on-line at http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf).
  
  - The MAE degree involves a final oral presentation and exam, rather than a written comprehensive exam.
  - Dates, times and the examining committee members for your final oral exam will be set with your Graduate Project instructors.
  - In Part 3, obtain the signature of your Graduate Project instructor, as your ‘Major Advisor’.
  - Submit the completed form to Ms. Yates by March 9. The AE program will forward approved forms to the UNL Office of Graduate Studies.

- Prepare for Commencement. Congratulations!

Contact Information

DSAEC Graduate Programs Admin. Technician
Ms. Cassandra Yates
107 PKI, (402) 554-2460
cyates2@unl.edu

AE Graduate Committee Chair
Dr. Dale Tiller
205B PKI, (402) 554-2183
dtiller2@unl.edu

Assoc. Dean of the College of Engineering
Prof. John Thorp
100C PKI, (402) 554-2461

Dean of the College of Engineering
Dr. Timothy Wei
100B PKI, (402) 554-6009

UNO – Office of Graduate Studies
Eppley Administration Building 202
Omaha, NE 68182-0209
(402) 554-2341

UNL – Office of Graduate Studies
1100 Seaton Hall
Lincoln, NE 68588-0619
(402) 472-2875
MAE Checklist of Required Forms

Student Name: ______________________________________

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<thead>
<tr>
<th>Form</th>
<th>Suggested Time</th>
<th>Date Submitted</th>
<th>Date Approved (if appropriate)</th>
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<tr>
<td>UNO Request to Register for Graduate Credit</td>
<td>7th semester</td>
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<tr>
<td>(for non-engineering Graduate classes only)</td>
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<td>UNO “Application for Degree” - BSAE</td>
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* Please visit [http://www.unl.edu/gradstudies/current/degrees#masters](http://www.unl.edu/gradstudies/current/degrees#masters) for this year’s specific deadlines.