

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.

*7<sup>th</sup> 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-studies/files/resquest-register-graduate-classes-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 Garrett Gassman. He 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 Mr. Garrett Gassman.
  - 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**

*8<sup>th</sup> 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>
- ❑ 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> for more details.
  - Required application materials include: (a) application and application fee (on-line at <http://gradapp.unl.edu>), (b) 1 copy of your transcripts from each University you have attended (including UNO), and (c) an 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 Summer/ fall admissions: March 15<sup>th</sup> .**
- **Deadline for spring admissions: September 15<sup>th</sup>.**
- 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 - campus>
  - This form may be completed online at: [https://intercampus.nebraska.edu/pre\\_inter\\_campus.aspx](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. This will be discussed as part of AE 8000.
  - **Suggested time: March- May**

<i>Summer between 8<sup>th</sup> and 9<sup>th</sup> Semesters</i>
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- 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 the Chair of the AE Graduate Committee.

- 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/gradstudies/bulletin>
  - 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> .

<i>9<sup>th</sup> Semester – Graduate Fall</i>
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- 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](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 the Chair of the AE Graduate Committee by **November 15**, who will sign approved forms, and forwarded them to the UNL Office of Graduate Studies.
  - This step must be completed in the semester BEFORE you plan to graduate.

<i>10<sup>th</sup>/Final Semester – Graduate Spring</i>
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- If you need to make changes to the “Memorandum of Courses” form you submitted last semester, please send an email to the Chair of the AE Graduate Committee, 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.

- Inform the Chair of the AE Graduate Committee 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 the Chair of the AE Graduate Committee by **March 9**, who will forward approved forms to the UNL Office of Graduate Studies.
- Prepare for Commencement. Congratulations!

**Contact Information**

*AE Graduate Committee Chair*

Dr. Josephine Lau  
105D PKI (402) 554-2079  
[jlau3@unl.edu](mailto:jlau3@unl.edu)

*Assoc. Dean of the College of Engineering*

Prof. Lily Wang  
Lincoln/Omaha  
PKI 100C; 114M Othmer  
(402) 554-2065  
(402) 472-5649 (T, Th)

*Interim. Dean of the College of Engineering*

Prof. Lance C. Pérez  
208 ADMS Lincoln: City Campus  
(402) 472-3751

**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:** \_\_\_\_\_

<b>Form</b>	<b>Suggested Time</b>	<b>Date Submitted</b>	<b>Date Approved (if appropriate)</b>
UNO Request to Register for Graduate Credit (for non-engineering Graduate classes only)	7 <sup>th</sup> semester		
UNO “Application for Degree” - BSAE	8 <sup>th</sup> semester		
Application to UNL MAE Degree	8 <sup>th</sup> semester		
Intercampus Registration Form	8 <sup>th</sup> semester		
UNL Memorandum of Courses	9 <sup>th</sup> semester		
UNL “Application for Degree” - MAE	*10 <sup>th</sup> semester		
UNL Final Examination Report	*10 <sup>th</sup> semester		

\* Please visit <http://www.unl.edu/gradstudies/current/degrees#masters> for this year’s specific deadlines.