This document reviews the procedures for the University of Nebraska – Lincoln Master 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 of Science AE degree. To do so, follow these steps:

- ☐ If you plan to take graduate courses toward 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 at https://www.unomaha.edu/office-of-graduate-studies/_files/documents/undergraduate-junior-senior-form.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.
  - **13 credits** of graduate course work is normally permitted.
  - Take the completed Request Form to Academic Advisors (Mallory Asay or Nicole Franta) to 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 Academic Advisors (Mallory Asay or Nicole Franta).
  - 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**

- ☐ Take the Fundamentals of Engineering exam. Visit the website of the Nebraska State Board of Engineers and Architects for more details: https://ea.nebraska.gov/fe.
  - In order for us to receive your data, you have to follow the following information exactly as it is stated below:
    1. **You need to indicate that you are an MAE student**: you need to state that you are a graduate student (even though you are not, this is because NCEES collect and provide data on ABET accredited programs, our B.S.AE is not accredited, our MAE is accredited)
    2. **You need to indicate that you will graduate with your MAE within 9 months (**even though you are not, this is because NCEES reporting window is within 12 month of graduation)

8th Semester – Senior Spring

- ☐ Take the Fundamentals of Engineering exam, if you haven't already done so.

- ☐ 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: https://www.unomaha.edu/registrar/students/graduation-and-diplomas/graduation-general-information.php.

- ☐ Apply to the University of Nebraska – Lincoln **Master of Architectural Engineering degree (MAE)**, which is not the same as Master of Science (MS). Please refer to the UNL Office of Graduate Studies website at https://graduate.unl.edu/admissions/steps-admission/ for more details.

  - Required application materials include: (a) application and application fee (online at https://graduate.unl.edu/application/), (b) one copy of your transcripts from each University you have attended (including UNO), and (c) proof of taking FE exam. You do not need to submit letters of recommendation.
  - To be admitted into the MAE program, your 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 program at a later time.
  - **Deadline for summer/ fall admissions: March 15. (*Feb 28*, for international students to allow extra processing time for I-20, VISA, etc.).**
  - **Deadline for spring admissions: September 15.**

- ☐ After you are admitted into the MAE degree program,
  - Accept your admission in the applicant portal online (http://go.unl.edu/gradappstatus) in order to activate your programs/enrollment
  - Complete a University of Nebraska Intercampus Registration Form. More information may be found at: https://graduate.unl.edu/academics/intercampus/.
  - This form may be completed online at: http://go.unl.edu/intercampus.
  - 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.
  - **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.)
- **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 the Chair of the AE Graduate Committee.

☐ Familiarize yourself with the UNL Graduate Studies Catalog, particularly the "Requirements for Master's Degrees" and "Scholastic Grade Requirements". This document may be found online at: http://go.unl.edu/gradcatalog.
- You must have a cumulative 3.0 GPA in your graduate coursework to receive the Master of Architectural Engineering degree.
- 800/400 cross-listed classes (acceptable grade ~ B or above)
- 800/900 graduate only classes (acceptable grade ~ C or above)

☐ Familiarize yourself with the UNL Master's Degree Forms and Deadlines, found online at: https://graduate.unl.edu/academics/program-steps/masters-degree-steps-to-completion/.

9th Semester – Graduate Fall

☐ Complete the "Memorandum of Courses" form at https://graduate.unl.edu/sites/unl.edu.executive-vice-chancellor.graduate-studies/files/media/file/Masters-Memorandum.pdf.
- The MAE degree is an Option B degree. Your major is Architectural Engineering; you should leave BLANK under 'Specialization'.
- Leaving the signature for 'Major Advisor' blank.

- Please note that at least 15 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 1 (for Fall semester) or March 15 (for Spring semester)**, who will sign approved forms, and forwarded them to the UNL Office of Graduate Studies.
- This form will usually be collected during the Graduate Individual Mastery Project class. If you are not enrolled in that class during the semester the form is due, you should submit the form directly to the Chair of the AE Graduate Committee by the deadline listed above.
- This step must be completed in **ONE semester BEFORE** you plan to graduate.

10th/Final Semester – Graduate in Spring

- ☐ 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 online at https://registrar.unl.edu/student/commencement/application/.
  - 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 (in February or October). 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) online at https://graduate.unl.edu/sites/unl.edu.executive-vice-chancellor.graduate-studies/files/media/file/Masters-FinalExam.pdf
  - The MAE degree involves a final oral presentation and/or a written comprehensive exam.
  - Fill out the form as follows:
    - Part 1:
      - Select 'MAE' for degree and Option 'B'
      - For the Major, enter: Architectural Engineering
      - For the Specialization: leave blank (do NOT enter L/E, M/A, or S)
    - Part 2:
      - Select 'Written Exam' for the major
      - Enter the scheduled for (date).
      - Leave everything else under Part 2 blank (do not enter a passed date)
    - Leave Parts 3-6 of the form blank.

- Upload an electronic copy of the form in pdf format to the AREN 8020 Canvas page by the due date specified in the class.
- Also, print the form and bring a hard copy of the form to the AREN 8020 class on the date specified in the class.
- The forms will be sent to the Chair of the AE Graduate Committee, who will forward the approved forms to the UNL Office of Graduate Studies.

☐ Prepare for Commencement. Congratulations!

Contact Information

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MAE Checklist of Required Forms

Student Name:

Form	Suggested Time	Date Submitted	Date Approved (if appropriate)
UNO Request to Register for Graduate Credit	7th Semester		
UNO "Application for Degree" - BSAE	8th Semester		
Application to UNL MAE Degree	8th Semester		
Intercampus Registration Form	8th Semester		
UNL Memorandum of Courses	9th Semester		
UNL "Application for Degree" - MAE	*10th Semester		
UNL Final Examination Report	*10th Semester		

*Please visit https://graduate.unl.edu/academics/program-steps/masters-degree-steps-to-completion/ for specific deadlines.