**PART 1: ~ Instructions and Holds**

1. **Forms/Things you must have your hold removed:** (degree audit; course approval form; curriculum sheet and meet with an advisor).

   Please take a look at your degree audit to make a preliminary schedule of courses you plan to take for Spring 2015. List the courses you plan to take on the Course Approval Form. You will also need to check off the courses that you have completed on the Curriculum Sheet and bring both forms, **completed**, with you to your advising session. You can download these forms at: [www.mae.ufl.edu/Resources/PDFForms/course-approval.pdf](http://www.mae.ufl.edu/Resources/PDFForms/course-approval.pdf) and [www.mae.ufl.edu/undergraduate/Undergrad_DegreePrograms.aspx](http://www.mae.ufl.edu/undergraduate/Undergrad_DegreePrograms.aspx) or you can pick them up outside 219 MAE-A bldg. **You will not be seen by an advisor, unless you have both forms completed.**

2. Go to [www.isis.ufl.edu](http://www.isis.ufl.edu), click on “My Record”, then “Holds” to see what holds you have posted. **(please keep in mind that your holds may differ from your peers)** By taking care of your ADVISING HOLD now, it will keep you from having unnecessary delays when it’s actually time for you to register for your Spring 2015 courses. If you have other holds on your record such as Tracking and/or a Dean's Hold, we will only remove the Advisement Hold. Students, who are on probation, will not be allowed to pre-register for Spring 2015 until either a contract has been completed or until the end of Fall 2014 when the grades are posted to your official UF transcript.

3. Reasons why you could be on probation: 
   - Your critical tracking GPA is below 2.50;
   - You are retaking a critical tracking course;
   - Your department-major, upper division or cumulative GPA(s) are below 2.00; and/or
   - Your term GPA below a 2.0. If any of these apply to you, a probation contract will need to be completed. Go to: [www.timetrade.com/book/ceac011d7ee3018bf1d6257e19364cda47b994](http://www.timetrade.com/book/ceac011d7ee3018bf1d6257e19364cda47b994) and schedule an appointment with Dr. Bruce Carroll, Room 218 MAE-A bldg. We ask that you **PLEASE Do Not Call or E-mail** the department to find out if you are on probation, **check your degree audit and your holds!!!**

4. After meeting with your advisor or peer advisor, and getting their signature, your Hold(s) will be removed within 3-4 business days, so please see your advisor within your scheduled time frame (see below), as to avoid a delay in registering for your courses. **REMINDER:** Before turning in your form, please double check to make sure your **Name & UFID** is on your form.

**PART 2: ~ Advising Schedule and Information**

The Registrar uses a staggered enrollment system based on seniority (total credit hours), so we will remove Advising Holds in the same manner. **Seniors are able to register beginning Wednesday, Nov. 5th,** or any time after your assigned enrollment date. You can check for your assigned registration date in ISIS, under Registration Prep.

1. **Graduating Seniors(if you are graduating at the end of Spring 2015)** ~ Oct.8th – Dec. 10th

   You must meet with your advisor, **Paul Rocha** in MAE-A Rm. 219 in order to get your Advising Hold removed. Hours of availability: 9:00am-11:30am & 1:00pm-4:30pm (all hours are walk-in, no appointments).

2. **Non-Graduating Seniors(Graduating after Spring 2015)** ~ Oct. 16th – Dec. 10th

   You must meet with a **Peer Advisor** (see peer advisor schedule) in MAE-A Rm. 219-E or **Paul Rocha** (see hours of availability below) in MAE-A Rm. 219 in order to get your advising hold removed.

   Hours of availability: 9:00am-11:30am & 1:00pm-4:30pm (all hours are walk-in, no appointments).

3. **3rd Year(Juniors)** ~ Oct. 21st – Dec. 10th

   You must meet with a **Peer Advisor** in MAE-A Rm. 219E in order to get your advising hold removed. **(If you have other forms that may require a signature, such as (ROTC, Drop/Add, Financial, etc.) you will need to see either Salena or Shirley in 219 MAE-A).**

   Hours of availability: **SEE Peer Advisor Schedule** (all hours are walk-in, no appointments).

4. **2nd Year(Sophomores)** ~ Oct. 27th – Dec. 10th

   You must meet with a **Peer Advisor** in MAE-A Rm. 219E in order to get your advising hold removed. **(If you have other forms that may require a signature, such as (ROTC, Drop/Add, Financial, etc.) you will need to see either Salena or Shirley in 219 MAE-A).**

   Hours of availability: **SEE Peer Advisor Schedule** (all hours are walk-in, no appointments).

5. **Students currently on Co-Op/Internships should contact Dr. Carroll via email - bfc@ufl.edu with your preliminary schedule.**

   ****Notice ~ During the first three weeks of advance registration, priority is given to Honor Students, Graduate, and then Undergraduate students based on credit hours, with earlier times assigned to students with greater credit hours. Once a student's start time has passed, students can access the registration system freely until they reach 15 registered hours. Once they have reached 15 hours, the student will be automatically reassigned a new start time. Students may not access the ISIS registration system prior to their assigned start time.

**REVISED 10/14/14**