Please follow the procedures below in order to have your Advising Hold lifted. All students in Engineering have an Advisement Hold placed on their records, therefore, you are required to meet with an advisor or peer advisor prior to preregistering (see attached list for your advisor). Make sure you complete this task by the end of this semester-April 20th. If not, you will have missed pre-registration and will have to enroll during the regular registration period in the Summer and or Fall.

**NOTICE: STUDENTS ARE NO LONGER ALLOWED TO DO SELF ADVISING YOU MUST MEET WITH AN ADVISOR, SEE INSTRUCTIONS BELOW!**

Part 1: ~ Instructions and Holds

1. **Forms/Things needed to have your hold removed:** (degree audit; course approval form; curriculum sheet; and sign in (219 MAE-A before meeting with an advisor/peer advisor). Please take a look at your degree audit to make a preliminary schedule of courses you plan to take for Summer and/or Fall 2016. List the courses you plan to take on the Course Approval Form, and check off the courses that you have completed on the Curriculum Sheet. These forms are located inside room 219 MAE-A bldg. You will not be seen by an advisor, unless you have both forms COMPLETED.

2. Go to [https://one.ufl.edu](https://one.ufl.edu), click on “Register / View Schedule”, then look for any “Holds” that you may have (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 Summer and/or Fall 2016 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 Summer and/or Fall 2016 until either a contract has been completed or until the end of Spring 2016 when the grades are posted to your official UF transcript.

3. Reasons why you could be on probation: ① Your critical tracking GPA is below 2.50; ② You are retaking a critical tracking course; ③ Your department/ major, upper division or cumulative GPA(s) are below 2.00; and/or ④ 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/CXNKC 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. Prior to meeting an advisor/peer advisor, please sign in on the computer in room 219 MAE-A bldg. After meeting with your advisor/peer advisor, your Hold(s) will be removed within 3-4 business days. So, please see an advisor/peer advisor within the assigned time frame below, as to avoid a delay in registering for your courses. **REMEMBER:** 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 Monday, March 21st,** or any time after your assigned enrollment date. You can check for your assigned registration date in the ONE system.

1. **Graduating Seniors (if you are graduating at the end of Summer and/or Fall 2016) ~ March 7th – April 20th**
   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-4:00pm (all hours walk-in, no appointments - be sure to sign in at the front desk).

2. **Non-Graduating Seniors (Graduating after Summer and/or Fall 2016) ~ March 7th – April 20th**
   You must meet with a Peer Advisor (see peer advisor schedule) in MAE-A Rm. 219-E (be sure to sign in at the front desk). or Paul Rocha (Hours available 9:00am-11:30am & 1:00pm-4:00pm) in MAE-A Rm. 219 in order to get your advising hold removed. (all hours walk-in, no appointments - be sure to sign in at the front desk).

3. **3rd Year (Juniors) ~ March 7th – April 20th**
   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 walk-in, no appointments - be sure to sign in at the front desk).

4. **2nd Year (Sophomores) ~ March 7th – April 20th**
   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 walk-in, no appointments - be sure to sign in at the front desk).

5. **Students currently on Co-Op/Internships should contact Paul Rocha via email - parocha@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 3/3/16