



# Master of Architectural Engineering (MAE) Procedures Checklist

THE DURHAM SCHOOL

## 7th Semester – Senior fall semester

Plan to take graduate courses toward the M.A.E. degree in your senior undergraduate year. Up to 13 credits of graduate course work is permitted for M.A.E. students.

TO DO	NOTES	
<input type="checkbox"/> Complete the Undergraduate Seniors Request to Register for Graduate Credit form for the specific courses	You must -have a 3.0 GPA in your major -be within 12 months of receiving your B.S. AE degree	<a href="https://www.unomaha.edu/graduate-studies/files/seniors-register-graduate-credit.pdf">https://www.unomaha.edu/graduate-studies/files/seniors-register-graduate-credit.pdf</a>
<input type="checkbox"/>	<input type="checkbox"/> Ask your faculty advisor to sign the Request to Register form as the departmental representative	
<input type="checkbox"/>	<input type="checkbox"/> Take completed Request to Register form to the AE academic advisor	
<input type="checkbox"/> Request faculty approval for registration permits to enroll in the graduate courses on your Advising Form	During registration for spring courses	<a href="https://engineering.unl.edu/downloads/Durham/AE/Fillable%20AdvisingFormScottCampus.pdf">https://engineering.unl.edu/downloads/Durham/AE/Fillable%20AdvisingFormScottCampus.pdf</a>
<input type="checkbox"/> Take the Fundamentals of Engineering (FE) exam	<b>NCEES special instructions for UNL MAEs</b> Indicate: -you are a master's student -you will graduate within 9 months	<a href="https://ea.nebraska.gov/fe">https://ea.nebraska.gov/fe</a>

## 8th Semester – Senior spring semester

TO DO	NOTES	
<input type="checkbox"/> Complete the Application for Degree form to graduate with your B.S. AE	Access through UNO MavLINK	<a href="https://www.unomaha.edu/registrar/students/graduation-and-diplomas/graduation-general-information.php">https://www.unomaha.edu/registrar/students/graduation-and-diplomas/graduation-general-information.php</a>
<input type="checkbox"/> Apply to the MAE graduate program at the University of Nebraska – Lincoln (not the MS program) You will need: -application fee -copies of all university transcripts -proof of taking the FE exam	Admission requires a minimum cumulative 3.0 GPA in the B.S. AE Application deadlines: -Summer or fall admission •Domestic students: March 15 •International students: February 28 -Spring admission: September 15	<a href="https://www.unl.edu/gradstudies/academics/programs/AREN-MARE">https://www.unl.edu/gradstudies/academics/programs/AREN-MARE</a>
<input type="checkbox"/> Accept admission	Once notified, log in to the applicant portal, accept admission, and click on the "Complete your Decision Form" button	<a href="http://go.unl.edu/gradappstatus">http://go.unl.edu/gradappstatus</a>
<input type="checkbox"/> Complete the application for Intercampus Enrollment and wait for approval at UNL, then UNO	This must be done every semester to take graduate courses in Omaha -Your degree campus is Lincoln -Your visiting campus in Omaha	<a href="https://www.unl.edu/gradstudies/academics/intercampus">https://www.unl.edu/gradstudies/academics/intercampus</a>

<input type="checkbox"/> Register for courses in MavLINK	Timeframe: March-May Meet with a faculty advisor, to: -Discuss classes and remove any holds on your registration -Request any permits needed for courses or increased course-load limit	
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### Summer between 8th and 9th semesters

TO DO	NOTES	
<input type="checkbox"/> Request departmental letter for financial aid* from the chair of the Graduate Committee	*If you require a departmental letter that describes your enrollment for financial aid purposes	Dr. Josephine Lau email <a href="mailto:jlau3@unl.edu">jlau3@unl.edu</a>
<input type="checkbox"/> Familiarize yourself with the UNL Graduate & Professional Catalog	Important catalog requirements: -Cumulative 3.0 GPA in graduate coursework to graduate with MAE -Undergraduate/graduate cross-listed courses minimum grade of B for degree credit -Graduate only courses minimum grade of C for degree credit	<a href="https://catalog.unl.edu/graduate-professional/">https://catalog.unl.edu/graduate-professional/</a>
		For master's degrees <a href="https://catalog.unl.edu/graduate-professional/graduate/degrees/master/s/">https://catalog.unl.edu/graduate-professional/graduate/degrees/master/s/</a>
		For grad requirements <a href="https://catalog.unl.edu/graduate-professional/graduate/registration/grades/">https://catalog.unl.edu/graduate-professional/graduate/registration/grades/</a>
<input type="checkbox"/> Familiarize yourself with the UNL Office of Graduate Studies Master's Degree Milestones page		<a href="https://www.unl.edu/gradstudies/academics/degrees/masters">https://www.unl.edu/gradstudies/academics/degrees/masters</a>

### 9th Semester – Graduate fall semester

TO DO	NOTES	
<input type="checkbox"/> Complete the Memorandum of Courses form <b>(You cannot graduate in the same semester that you submit your Memorandum of Courses)</b>	The Memorandum must be completed and approved by Graduate Studies prior to the semester you plan to graduate	<a href="http://www.unl.edu/gradstudies/current/Masters-Memorandum.pdf">http://www.unl.edu/gradstudies/current/Masters-Memorandum.pdf</a>
<input type="checkbox"/>	Choose Option III	
<input type="checkbox"/>	Write "Architectural Engineering" as your major -Leave "Specialization" blank.	
<input type="checkbox"/>	Minimum of 18 credits must be from graduate-only courses	
<input type="checkbox"/>	Obtain approval and signature from your major advisor	

<input type="checkbox"/>	Submit the completed form to the chair of the AE Graduate Committee	Deadline: November 1	Chair: <a href="#">Dr. Josephine Lau</a>
<input type="checkbox"/>	Sign up for the written comprehensive exam	Dates and times will be announced near the beginning of the semester	Sign up via email RSVP
<input type="checkbox"/>	Take the written comprehensive exam	Approximate date:	

### 10th/Final Semester – Graduate spring semester

<b>TO DO</b>	<b>NOTES</b>		
<input type="checkbox"/>	Submit changes to Memorandum of Courses by sending an email to the chair of the AE Graduate Committee, listing the details of the changes	Changes must be submitted prior to the UNL Application for Degree deadline	Dr. Josephine Lau email <a href="mailto:jlau3@unl.edu">jlau3@unl.edu</a>
<input type="checkbox"/>	Sign up for the written comprehensive exam (IF NEEDED for a retake)	Dates and times will be announced near the beginning of the semester	Sign up via email RSVP
<input type="checkbox"/>	Take the written comprehensive exam (IF you signed up)	Approximate date:	
<input type="checkbox"/>	Complete the UNL Application for Degree form	Deadline will be announced (typically in late January)	<a href="https://registrar.unl.edu/student/commencement/application/">https://registrar.unl.edu/student/commencement/application/</a>
<input type="checkbox"/>	Inform the AE Graduate Committee -if you would like to graduate in Omaha -if so, how you would like your name to appear in the Omaha Commencement Program	Deadline: February (spring graduation) or October (fall graduation)	RSVP to email inquiry, usually from Durham School staff or the AE Graduate Committee chair
<input type="checkbox"/>	Complete the Final Examination Report form (Parts 1-3 only)		<a href="http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf">http://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf</a>
	<input type="checkbox"/>	In Part 2, under “MAJOR” write the date that you took and passed the comprehensive exam	
	<input type="checkbox"/>	For Part 3, obtain the signature of your major advisor.	
	<input type="checkbox"/>	Leave Part 4 blank	
	<input type="checkbox"/>	Leave Part 5 blank.	
	<input type="checkbox"/>	Submit the completed form to the Chair of the AE Graduate Committee <b>DEADLINE:</b> March 10 (if you pass the exam in Fall) Apr 15 (if you pass the exam in Spring)	Chair: <a href="#">Dr. Josephine Lau</a>
<input type="checkbox"/>	Prepare for Commencement. Congratulations!		