Matriculation FAQs

What is matriculation? It is the formal process of completing an application for admission to the major after completion of all foundation classes.

Students complete all foundation classes with a C or higher, plus have a minimum GPA of 2.5, and apply for matriculation the semester they are finishing their foundation classes. The foundation classes are marked on the flowcharts with an asterisk (*). Matriculation is required before engineering students can take 3000 level engineering classes.

When is the best time to apply for matriculation? There is no official deadline. Students should apply in September/October before spring registration or February/March before fall registration. Students can also apply during the summer to begin in the fall. All foundation classes do not have to be complete to apply. Students can be missing one or two classes at the most.

How do students apply for matriculation?
1. Make either an in-person or video appointment with their academic advisor to complete the Matriculation Application. An application form is not required prior to appointment. You will complete the application during the appointment with your advisor using Adobe DocuSign.
2. During the advising appointment, the advisor and student will work together to create a full graduation plan in Wolverine Track Plans if the student does not have a plan.
3. Advisor signs the application; it then goes to the mentor for signature.
4. Student meets with assigned faculty mentor to review application and approve graduation plan.
5. Mentor signs application and application is then then forwarded to Program Coordinator within Engineering for approval and signature.
6. Application is then forwarded to Department Chair for approval and signature.
7. Once approved by Department Chair, the application is forwarded back to advisor to add attribute to student's record.
8. Student is notified by academic advisor status has been changed via UVU email.
9. After student receives notification, they can register for 3000 level engineering classes.

Program Admission Applications can be found here:

- **Civil Engineering** - https://uvu.edu/cet/mce/civil-engineering/application.html

- **Mechanical Engineering** - https://uvu.edu/cet/mce/mechanical-engineering/application.html

How long of an appointment should students make after submitting application?
- 1 hour if student does not have an updated graduation plan
- 30 minutes if student has an updated graduation plan