

## **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 October before spring registration or March before fall registration.** All foundation classes do not have to be complete to apply. However, they should be in progress.

### **How do students apply for matriculation?**

1. Complete and submit the Program Admission Application for their major via DocuSign
2. After the student submits their application, they make an **in-person or video appointment** with their academic advisor
  - a. The advisor will verify application, advisor and student create a full graduation plan in Wolverine Track Plans if the student does not have a plan
  - b. The advisor will upload transcript and transfer credit, and sign the application via DocuSign
3. Student meets with assigned faculty mentor to review application and approve graduation plan
4. Mentor signs application and application is then forwarded to Program Coordinator within Engineering for approval and signature
5. Application is then forwarded to Department Chair for approval and signature
6. Once approved by Department Chair, the application is forwarded back to advisor to add attribute to student's record
7. Student is notified by academic advisor status has been changed via UVU email
8. After student receives notification, they can register for 3000 level engineering classes

### **Program Admission Applications can be found here:**

- **Civil Engineering** - <https://www.uvu.edu/engineering/degrees/civil-engineering/application.html>
- **Computer Engineering** - <https://www.uvu.edu/engineering/degrees/computer-engineering/application.html>
- **Electrical Engineering** - <https://www.uvu.edu/engineering/degrees/electrical-engineering/application.html>
- **Mechanical Engineering** - <https://www.uvu.edu/engineering/degrees/mechanical-engineering/application.html>

### **How long of an appointment should students make after submitting application?**

- 1 hour if student does not have a graduation plan
- 30 minutes if student has a graduation plan