APPLYING FOR GRADUATION AND THE FINAL PLAN OF STUDY
THE TIMELINE

• You can apply for graduation once you enroll in courses for your last spring semester. This applies to both May and August grads

• **Applying for graduation - deadlines**
  • May and August candidates who wish to walk in May commencement should apply for graduation no later than the 4th week of the last spring semester.
  • I ask that you apply for graduation by the second week of spring to allow processing time of your final plan

• **Submitting your final plan of study**
  • Once you apply for graduation, you can submit your final plan of study. Do not submit your final plan until your schedule is finalized.
  • I ask that you meet the deadlines below to allow time for approvals
    • May grads submit by second week of spring semester
    • August grads submit the final plan after enrolling and finalizing your summer schedule

• The submitted plan is a snapshot and will not reflect changes made after submission.
From the Student Center, select Apply for Graduation in the drop down menu and click the right arrows.
Select the academic program in which you wish to apply for graduation by clicking on its description, in blue.
Next, select your expected graduation term (semester) from the list. If no terms exist in the list, you are not yet eligible to graduate. Select continue or select a different program.
Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

<table>
<thead>
<tr>
<th>Program</th>
<th>Career</th>
<th>Undergraduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberal Arts &amp; Sciences</td>
<td>Bachelor of Arts</td>
<td>English</td>
</tr>
</tbody>
</table>

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term: Spring 2017

Graduation Instructions

You have selected a May graduation which means that you will be finished with your coursework at the end of the spring semester. If you are taking summer courses you must apply for Summer graduation, but you may attend May commencement. Plans of study must be submitted within the first four weeks of your final semester for both majors and minors. Note: Nursing, and Pharmacy do not have plans for the major. Check your name and address. If you would like your name on your diploma to be different than your primary name, you need to add a degree name. If you would like your diploma mailed to an address different than your mail/bill address, you need to add a diploma address.
Verify that all data is correct.

If the academic program/degree is not correct, click the Select Different Program button to select a different value.

If the term is not correct, click the Select Different Term button to select a different value.

If everything is correct, read the Graduation Instructions and click the Submit Application button to continue the process.
There are two methods to navigate to the My Academic Requirements page.

From the Student Center, under the Academics section, from the 'other academic . . .' drop down menu, select Academic Requirements and then click the double arrow Go button.

OR, click the My Academics link and then click the View my advisement report link.
WAIT AS THE SYSTEM GENERATES YOUR ADVISEMENT REPORT
On the My Academic Requirements page, click the Submit Final Plan of Study button.

Important!
This button does not display unless you have already applied for graduation.
Plan of Study AWE messages

Confirm Your Request

You are about to request the approval of your Final Plan of Study.

Select OK to continue or Cancel to cancel this request.

OK  Cancel

WOW!! You are almost done!!!!!

[Image of a dog jumping in the snow]
On the Final Plan of Study Comments page, enter text regarding any course related information that requires approval.

This is where you enter your related course work. You must list 12 credits of upper level non-English coursework and briefly explain how the courses connect to your English degree. Be prepared with this information in advance.

This is also where you would list info about pending transfer credit or other explanations.

Then click the OK button to send your request to your advisor.
TWO EMAILS ARE GENERATED. ONE IS SENT TO YOUR ADVISOR ASKING THEM TO REVIEW AND APPROVE YOUR FINAL PLAN OF STUDY. ANOTHER IS SENT TO YOU (SAMPLE BELOW) CONFIRMING YOUR REQUEST HAS BEEN SENT.

CLICK THE MY PLAN OF STUDY APPROVALS LINK. LOG INTO THE STUDENT ADMIN SYSTEM WITH YOUR NETID/PASSWORD.

Dear Jonathan Husky

This email is a confirmation of your request for approval for your Plan of Study.

School: Engineering
Major: Civil Engineering
Degree: Bachelor of Science in Engr
Request Type: Final

You will receive subsequent email notifications about the approval status of your Plan of Study.

To review the status of your request or provide any comments for the approvers visit My Plan of Study Approvals.
The My Plan of Study Approvals page displays. To view or submit additional comments, click the Comments icon.
Your previously submitted comments display, indicating the date and time submitted. Enter any new comments and then click the OK button.

Plan of Study Comments

Final Plan of Study. Comments for Major: Civil Engineering

Added by Husky, Jonathan on 2014-05-27 - 11:30AM

Hi Dr. Smith. As we talked about in our meeting, I need to have CE 3995 and 4920 substituted for 4910. I also decided to use CE 5380 as one of my professional electives. My transfer work is already posted, so that should be all set. Thanks!

The following information will be passed to your advisor along with your Plan of Study.
Include any course related information that requires approval (e.g., Related Courses, Substitutions, Transfer Courses, Waivers, other Advisor approval).

Create a new Comment

OK
At any time, there are two methods that you can use to access your My Plan of Study Approvals page.

Navigate from your Student Center > My Academics > View My Plan of Study Approvals.

OR from your Student Center, in the Academics section, select Plan of Study Approvals from the drop-down arrow, and then click the GO icon.
When your faculty advisor and Departmental advisor approve your Final Plan of Study, you receive an email. Sample below:

Dear Jonathan Husky

We are happy to inform you that your request for approval of the below Plan of Study has been approved.

School: Engineering
Major: Civil Engineering
Degree: Bachelor of Science in Engr
Request Type: Final

To review the status of your request or provide any comments for the approvers please visit My Plan of Study Approvals.
IF YOU HAVE QUESTIONS REGARDING SUBMITTING YOUR FINAL PLAN OF STUDY, CONTACT EITHER YOUR ACADEMIC ADVISOR OR INDA (INDA.WATROUS@UCONN.EDU) OR THE DEGREE AUDIT UNIT OF THE STORRS REGISTRAR'S OFFICE AT 860-486-6214.