

# 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 4<sup>th</sup> 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.

UCONN

Home

Favorites ▾ Main Menu ▾ > Self-Service ▾ > Student Center

**Student Center**

**Academics**

Search Academic Planner Enroll My Academics Schedule Builder Dynamic Class Search

**Apply for Graduation ▾** 

**This Week's Schedule**

Class	Schedule
ANTH 1006-013 LEC (10677)	TuTh 4:30PM - 5:20PM LH 102
ANTH 1006-020D DIS (10689)	Fr 9:05AM - 9:55AM AUST 445
ENGL 1701-001 LEC (2277)	Tu 6:00PM - 8:30PM AUST 247
ENGL 3091-001 PRA (2292)	Room: TBA
KINS 1160-041 LAB (9915)	TuTh 11:00AM - 12:30PM GAMP POOL
PP 3030-001 LEC (14934)	TuTh 9:30AM - 10:45AM HAWL 102

[weekly schedule ▶](#)  
[enrollment shopping cart ▶](#)

**Financial Aid**

Financial Aid  Click the View Financial Aid link to access your financial aid information.  
[View Financial Aid](#)

**Finances**

**My Account**

[View Fee Bill](#)  
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**other financial... ▾** 

**SEARCH FOR CLASSES**

**Holds & Indicators**  
No Holds.

**Enrollment Dates**  
Enrollment Appointment You may begin enrolling for the Spring 2017 Regular Academic session on October 25, 2016.  
[details ▶](#)

**Advisor**  
Program Advisor  
Thomas Deans 860/486-9728  
Bhakti Shringarpure 860/486-2141  
[details ▶](#)

**Links**  
[Connecticut Voter Registration](#)

**From the Student Center, select Apply for Graduation in the drop down menu and click the right arrows.**

Search

Academic Planner

Enroll

My Academics

## Apply for Graduation

### Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Note: This function is not applicable to Non Degree Program Students.

#### Select an Academic Program

Academic Program

[Liberal Arts & Sciences](#)

Career

Undergraduate

Degree Bachelor of Arts

Major English

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Search Academic Planner Enroll My Academics

Select the academic program in which you wish to apply for graduation by clicking on its description, in blue



## 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.

Program	Liberal Arts & Sciences	Career	Undergraduate
Degree	Bachelor of Arts		
Major	English		

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

[SELECT DIFFERENT PROGRAM](#) [CONTINUE](#)

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.

[Search](#)[Academic Planner](#)[Enroll](#)[My Academics](#)

## 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.

Program	Liberal Arts & Sciences	Career	Undergraduate
Degree	Bachelor of Arts		
Major	English		

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  

#### 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.

[SELECT DIFFERENT PROGRAM](#)[CONTINUE](#)

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Home

Favorites ▾ Main Menu ▾ > Self-Service ▾ > Student Center > Apply for Graduation

Search Academic Planner Enroll My Academics

Apply for Graduation

Verify Graduation Data

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, click the Submit Application button to continue the process.

Program Liberal Arts & Sciences      Career Undergraduate

Degree Bachelor of Arts      Major English

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.

**SELECT DIFFERENT PROGRAM** **SUBMIT APPLICATION**

**SELECT DIFFERENT TERM**

Search Academic Planner Enroll My Academics

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.

## Student Center

## Academics

Search  
Academic Planner  
Enroll  
My Academics  
Schedule Builder  
Dynamic Class Search

Academic Requirements ▾

Deadlines	URL
This Week's Schedule	
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weekly schedule ▶

enrollment shopping cart ▶

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Financial Aid  
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other financial... ▾

SEARCH FOR CLASSES

## Holds &amp; Indicators

No Holds.

## Enrollment Dates

Enrollment Appointment  
You may begin enrolling for the Spring 2017 Regular Academic session on October 25, 2016.

details ▶

## Advisor

## Program Advisor

Thomas Deans  
860/486-9728  
Bhakti Shringarpure  
860/486-2141

details ▶

## Links

[Connecticut Voter Registration](#)

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**



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Search Academic Planner Enroll My Academics

**My Academic Requirements**

University of Connecticut | Undergraduate

This report last generated on 11/03/2016 8:36AM

Submit Final Plan of Study

collapse all expand all view report as pdf plan of study

Taken In Progress

**Catalog Year**

Students are responsible for meeting the requirements in their catalog. If you do not think this evaluation is accurate or if you have questions, see your dean. Catalog Year 2013-14. Note this statement will always be listed as not satisfied.

Pass/Fail

8 YEAR RULE

University Residency

Content Area One

Content Area Two

Content Area Three

Subject Area Restriction

Content Area Four

Overlap Restriction

Second Language Competency

Writing Competency

Quantitative Competency

Total Units and GPA

Intermediate Language



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.

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



## Plan of Study Comments

Program: Liberal Arts &amp; Sciences

Final Plan of Study. Comments for Major: English

The following information will be passed to your advisor along with your Plan of Study.

Include any course related information about this field of study that requires approval (e.g.. Related Courses, Substitutions, Transfer Courses, Waivers, other Advisor approval).

Create a new Comment

I am using the following communication courses as related: Comm 3200, Comm 3300, Comm 4422, Comm 4500.

These communication classes have taught me how to relate to people, how people interrelate with one another, and they have given me an understanding of why people communicate the way that they do. This knowledge has helped prepare me to analyze the writing of others, work in a team-oriented environment, conduct research,

Add Attachment

OK

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\*\*](#).

## Academics

[Search](#)  
[Academic Planner](#)  
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[Schedule Builder](#)  
[Dynamic Class Search](#)

[Plan of Study Approv.](#) ▾ 

 Deadlines URL

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[weekly schedule](#) ▶[enrollment shopping cart](#) ▶

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 Search

Academic Planner

Enroll

My Academics

## My Plan Of Study Approvals

The status of your Plan of Study approval is listed below.

To review or add comments click on the Comments icon. The Comments field contains both your comments and your approver's comments.

For instruction on how to submit your **preliminary** Plan of Study click [here](#).

For instruction on how to submit your **final** Plan of Study click [here](#).

If you need further assistance with your plan of study, please contact your advisor.

My Plan of Study Approvals					
Program	Major	Type	Approval Status	View Plan of Study	Comments
Liberal Arts & Sciences	English	Final	Pending		

[Search](#) [Academic Planner](#) [Enroll](#) [My Academics](#)

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 2014-06-27 - 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).

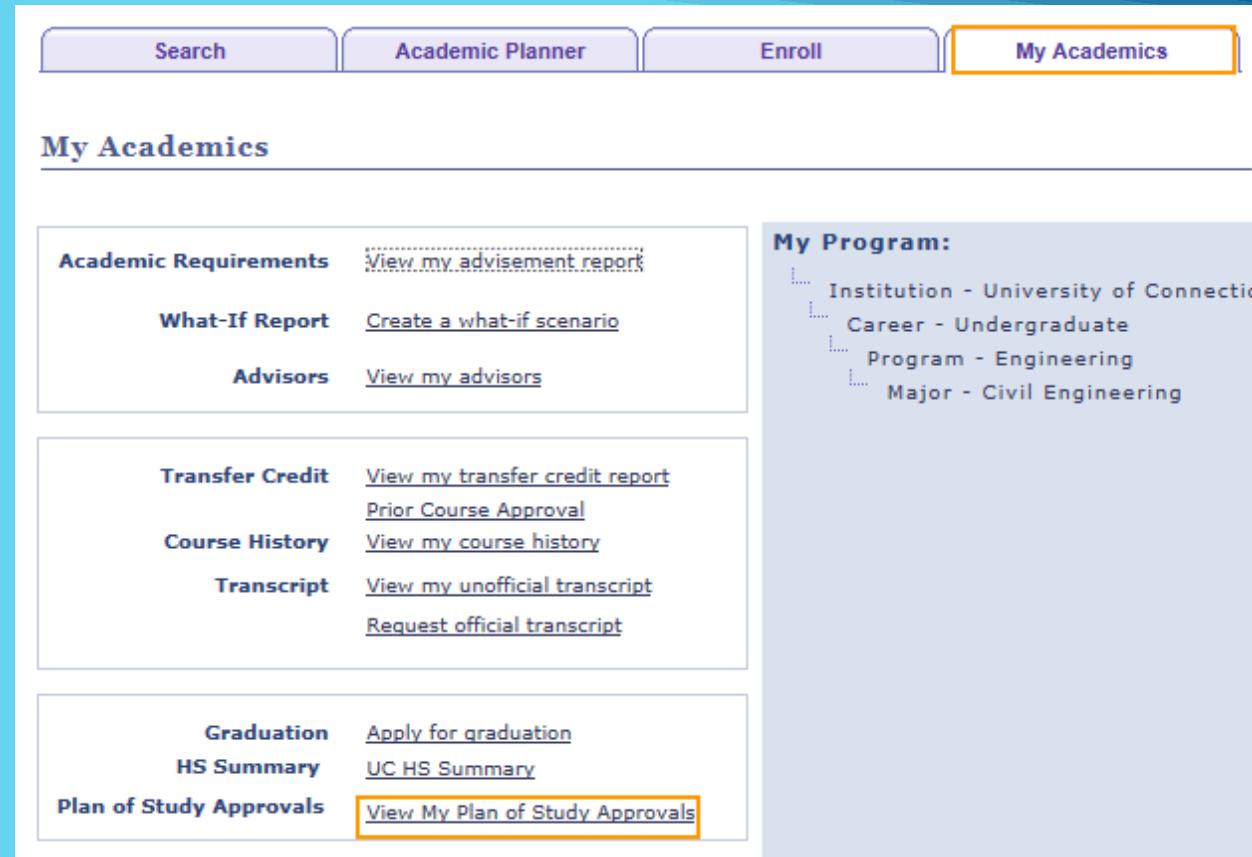
**Create a new Comment**

**OK**

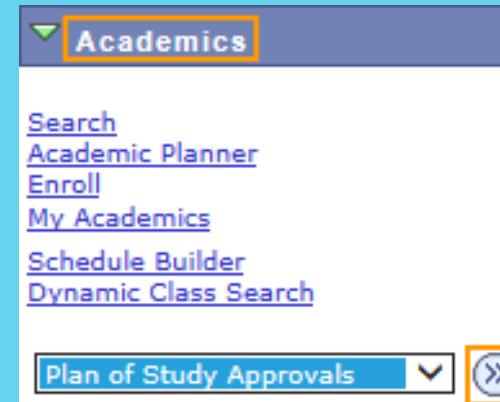
**At any time, there are two methods that you can use to access your My Plan of Study Approvals page.**

**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.



The screenshot shows the 'My Academics' page with a navigation bar at the top: Search, Academic Planner, Enroll, and My Academics (which is highlighted with an orange border). Below the navigation bar is a section titled 'My Academics' with a horizontal line. The page is divided into several sections: 'Academic Requirements' (with links to 'View my advisement report' and 'What-If Report' (which is underlined)), 'Advisors' (with a link to 'View my advisors'), 'Transfer Credit' (with links to 'View my transfer credit report', 'Prior Course Approval', and 'View my course history'), 'Course History' (with a link to 'View my course history'), 'Transcript' (with links to 'View my unofficial transcript' and 'Request official transcript'), 'Graduation' (with a link to 'Apply for graduation'), 'HS Summary' (with a link to 'UC HS Summary'), and 'Plan of Study Approvals' (with a link to 'View My Plan of Study Approvals', which is also highlighted with an orange box). To the right of these sections is a 'My Program:' section showing a hierarchical tree: Institution - University of Connecticut, Career - Undergraduate, Program - Engineering, Major - Civil Engineering.



The screenshot shows a dropdown menu for 'Academics' with a blue header. The menu items are: Search, Academic Planner, Enroll, My Academics, Schedule Builder, and Dynamic Class Search. Below the menu is a search bar with a dropdown arrow containing 'Plan of Study Approvals' and a 'GO' button with an orange border.

# 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.

