

APPLYING FOR GRADUATION AND THE FINAL PLAN OF STUDY

The background is a solid light blue color. On the right side, there are several white diagonal lines of varying lengths and thicknesses, creating a sense of motion and modern design. The lines are arranged in two main groups, one higher and one lower, both sloping upwards from left to right.

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.

Student Center

Academics

- [Search](#)
- [Academic Planner](#)
- [Enroll](#)
- [My Academics](#)
- [Schedule Builder](#)
- [Dynamic Class Search](#)

Apply for Graduation ▾ >>

Deadlines URL

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 >](#)

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](#)

Financial Aid

Financial Aid
[View Financial Aid](#)

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

Finances

My Account

- [View Fee Bill](#)
- [Pay Bill, Authorize Users, Manage Payment Plan](#)
- [Pay Fee Bill by Wire Transfer \(International Only\)](#)
- [Pay Room Reservation Fee](#)
- [Request GA Payroll Deduction](#)
- [Create Student Permissions](#)
- [Enroll or Edit Direct Deposit Information](#)

other financial... ▾ >>

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

[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





- [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

- [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

[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](#)

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.



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

Apply for Graduation

Submit Confirmation

✓ You have successfully applied for graduation.

Email Address

Your Personal Email Address is displayed below. This email address is used if we need to contact you after the end of the semester.

[CLICK TO ADD/UPDATE PERSONAL EMAIL ADDRESS](#)

Be sure to list a **non-UConn** email address that you will have access to and be checking after graduation.

Student Center

Academics

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Academic Requirements >>



Deadlines URL

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[weekly schedule >](#)
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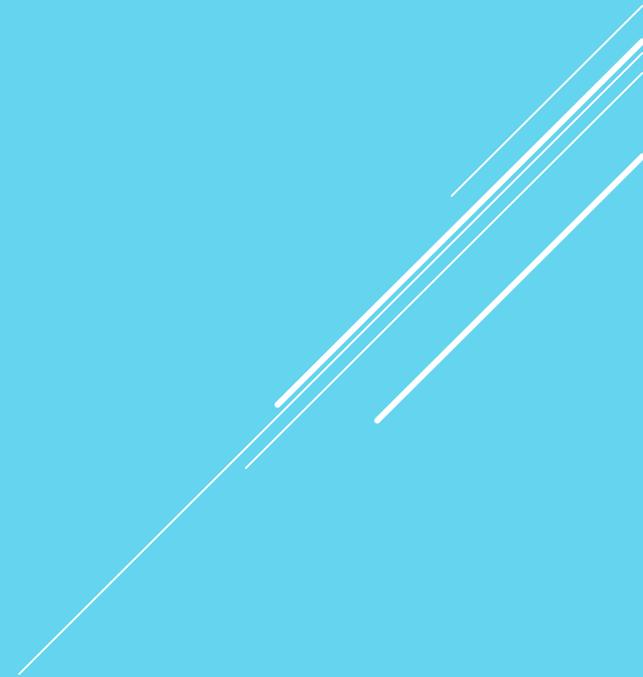
other financial... >>

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





- 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 & 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 relateds: 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,

OK

Add Attachment

Related Courses

If you plan to apply courses that are not on the approved list and are not restricted, you must list those courses and a justification in this comments section. You will be required to do this if your related requirement for English is showing as not satisfied. Learn more about approved and restricted courses here.

Transfer Credits

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

NEXT

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

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Plan of Study Approv. ▾ >>

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[weekly schedule ▶](#)

[enrollment shopping cart ▶](#)

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other financial... ▾ >>





- 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

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 containing 'Search', 'Academic Planner', 'Enroll', and 'My Academics' (highlighted with an orange border). Below the navigation bar is the 'My Academics' title. The main content area is divided into two columns. The left column contains three boxes of links: 'Academic Requirements' with links for 'View my advisement report', 'What-If Report' with 'Create a what-if scenario', and 'Advisors' with 'View my advisors'; 'Transfer Credit' with 'View my transfer credit report' and 'Prior Course Approval'; 'Course History' with 'View my course history'; 'Transcript' with 'View my unofficial transcript' and 'Request official transcript'; 'Graduation' with 'Apply for graduation'; 'HS Summary' with 'UC HS Summary'; and 'Plan of Study Approvals' with 'View My Plan of Study Approvals' (highlighted with an orange border). The right column is titled 'My Program:' and lists 'Institution - University of Connecticut', 'Career - Undergraduate', 'Program - Engineering', and 'Major - Civil Engineering'.

The screenshot shows a drop-down menu titled 'Academics' (highlighted with an orange border). The menu items are 'Search', 'Academic Planner', 'Enroll', 'My Academics', 'Schedule Builder', and 'Dynamic Class Search'. At the bottom of the menu, 'Plan of Study Approvals' is selected in a blue box, and a 'GO' icon (a double arrow) is highlighted 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.

