KNOW YOUR DEADLINES

SPRING: February 3, 2017

• Spring Graduation Application opens October 8th, 2016.
• Apply for Spring if you are NOT taking AP courses as a Senior.
• All requirements must be on transcript by May 31st.

SUMMER: June 2, 2017

• Summer Graduation Application Opens February 4, 2016
• Apply for Summer if you ARE taking AP courses as a Senior.
• All requirements must be on transcript by September 15th.

(If applying for summer and you want to walk in spring graduation ceremonies, you must ask for the Summer Exception to Commencement within the summer application. Mark "YES – Exception Participant" Your request must be made no later than March 3, 2017 to ensure your name will be printed in graduation programs)

Application fee: Free | $25.00 (if apply after the deadline)

STEPS:
1. Register for your Spring semester classes first.
2. In your MyUVU account, click on Wolverine Track at top right-hand corner.
3. Review your progress in Wolverine Track. If there are any discrepancies, check with your CE Academic Advisor ASAP BEFORE proceeding.
4. Locate the degree progress bar with a graduation hat: “On track to graduate?” Click link to apply.
5. Click on the Spring or Summer application, whichever applies to you.

THINGS TO KNOW WHEN FILLING OUT THE APPLICATION

1. Since you are in High School Concurrent Enrollment (HSCE), the button “I am applying for a degree different from my major” should be marked. If not, click it.

   At drop down menu, select:
   o Catalog Year: 2014-2015 (If started HSCE as a sophomore)
                2015-2016 (If started HSCE as a junior)
   o Degree: University Studies – AS       University Studies – AA
             Pre-Professional – AS       Pre-Professional – AA

2. On the application, you must choose between the following selections:
   o “All requirements show as being met or in progress in Wolverine Track”.
   o “Some of the requirements show as not being met”. Select this option if you have AP courses or transfer credits coming in from another university (like PE from Snow College).

3. Mark “YES” when asked if continuing on at UVU – even if you do not plan on staying at UVU.

4. At the end of the application, there is a survey. Your application will not be considered complete until you finish the survey. If you do not finish it, follow the link generated to your UV Link email. DO NOT go into the graduation application to finish the survey.
**Transfer in Any Outside Credit**

**IMPORTANT:** Most transfer credit will need to be completed by May 4th and sent to UVU, showing as completed in Wolverine Track, by May 31st for Spring Graduation. If you will not be able to get the transfer credit in by that time, you may need to re-apply for Summer Graduation while still qualifying for the New Century Scholarship. There are exceptions with CE courses. Please speak with your CE Academic Advisor for any questions or clarification with your particular situation regarding this graduation policy.

- **Advanced Placement (AP):** If you still have any previous AP credit not showing up in Wolverine Track, please get that in right away. You will need to contact www.collegeboard.org to have those scores sent to UVU.

  If you are currently in an AP course this year and you need those credits for your associate degree, please instruct College Board at the time of the test to have your scores sent to UVU. We will get those scores in July.

- **College Credit:** Any credit coming from other colleges or universities must be sent to UVU as soon as it is completed. If a college can send electronic transcripts, have the college send them to: etranscriptr@uvu.edu. Electronic transcripts are processed faster than paper transcripts.

  If submitting a paper transcript, mail or drop it off in person to the Graduation and Transfer Services office.

- **Foreign Language Experiential Credit** – If you are planning on getting experiential credit and you have already completed your language course, you will need to meet in person with the foreign language academic advisor. To set up an appointment email amelia.riding@uvu.edu.

  **IMPORTANT:** If you are currently in your foreign language class, as soon as grades post from Concurrent Enrollment in June, immediately email the foreign language advisor for an appointment.

**Regularly Check Your myUVU Email**

You will receive an email confirming your graduation application once you have submitted it. In mid-February, details explaining how to register for the graduation ceremonies (if you choose to participate) and other important information will also be sent to you.

**COMMENCEMENT** is the main ceremony where all graduates will meet together to participate in the formal processional. The President of UVU, Honorary Degree recipient(s), and a Valedictorian will speak.

UVU is divided into different colleges/schools. Students are assigned to a college/school according to their major. Each college/school holds its own **CONVACATION** ceremony. During the convocation, the students will be recognized individually. A representative of the college/school will read each student's name, degree, and major as the student walks across the stage.

- **Your convocation is:** University College
- **Commencement:** May 4, 2017 (Main graduation ceremony)
- **Convocation:** May 5, 2017 (Individual college graduation ceremonies)
- **Location:** TBA – Check your email!

**Cost or Attending / Participating**

There is no cost to attend commencement and/or convocation, however, participating in the ceremonies may have the following related expenses (2016 pricing):

- **Black Cap & Gown with Green Stole is REQUIRED to participate**
- Undergraduate Degrees - approximately $55 for minimum early bird package (if ordered before March 30th)
- For more information: www.uvu.edu/graduation
**If You’re Staying at UVU**

1. **Apply for UVU Scholarships** – [http://uvu.edu/financialaid/scholarships](http://uvu.edu/financialaid/scholarships)
   Freshman application | **DEADLINE:** February 1, 2017

   Please fill out the application fully. You will be considered for all scholarships that you may qualify for (i.e. academic, private, need-based, leadership, honors, multicultural, etc.)

2. **Re-Apply for Admissions** (See instructions below).

   **Summer class registration begins:** Late February | **Fall registration begins:** Early April

Once graduated from high school, Concurrent Enrollment students need to be re-admitted before they can continue taking classes on campus. The re-admission process converts students from Concurrent Enrollment status to regular undergraduate status. Any admissions questions should be directed to the admissions office at [admissions@uvu.edu](mailto:admissions@uvu.edu).

Steps for re-admission:
1. Admissions website [www.uvu.edu/admissions](http://www.uvu.edu/admissions)
2. “Decide what type of student you are” Readmit/Returning
3. “Complete Admission Application” Undergraduate & Concurrent Enrollment Students
4. Create a profile (If you don’t remember your profile email & password, send an email to [admissionprocessing@uvu.edu](mailto:admissionprocessing@uvu.edu))
5. Start an Application
6. Start an Undergraduate Application
7. Returning Former Concurrent Enrollment Student Application

Fill out the entire application and submit any required information. This will switch your status in the UVU system. Once you have been re-admitted, you will be assigned to a new advisor in your chosen major. You will then need to meet with your new advisor and complete online orientation before you can register for Summer or Fall classes. Remember to check your UVU student email for all official correspondence.

**Apply for New Century Scholarship** – [https://stepuputah.com/newcenturyscholarship/](https://stepuputah.com/newcenturyscholarship/)

**Note:** The scholarship application will be available November 15, 2016.

You must go to the above website and complete the application online. Print out one copy for your records. The New Century Office does not accept paper applications. Applications must be submitted electronically by February 1, 2017. Late or incomplete applications will not be considered by NCS. **The electronic application is the ONLY step due in February.** Please refer to the above NCS website for the most up-to-date information.

Specific questions about the New Century Scholarship should be directed to the NCS office. We recommend contacting them by email. [https://stepuputah.com/newcenturyscholarship/](https://stepuputah.com/newcenturyscholarship/)


**Note:** The 2017/2018 FAFSA application will be available October 1, 2016.

Go to the above website and complete the application online. Talk to your high school counselor for more information.
# Graduation & New Century Scholarship Timeline

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| November/December | Register for Spring classes. Then apply for UVU Spring Graduation (if you are on track for associate degree).  
*Application Deadline: February 3, 2017.* |
| November to January| Apply for New Century Scholarship; Apply for college admissions and scholarships to any colleges/universities you are considering to attend.  
*NCS Application Deadline: February 1, 2017.* |
| December/January  | Apply for UVU Freshman Scholarships.  
*Scholarship Deadline: February 1, 2017.* |
| December/January  | If you are considering continuing your education at UVU, re-apply for undergraduate admissions with a [Returning Former Concurrent Enrollment Student Application](#). (You will not have to pay the $35.00 application fee.) Follow the steps on your [Getting Started Checklist](#). |
| February/March    | Register to participate in UVU Graduation Ceremonies. Ceremony participation is optional. You will receive an email from the Graduation Office with instructions. |
| February End of Month | Registration begins for Summer 2016 classes, priority according to completed credit hours. |
| March             | Attend the Graduation Fair at the Bookstore where you will be able to order all your graduation essentials: cap, gown, announcements, etc. |
| Early April       | Registration begins for Fall 2016 classes, priority according to completed credit hours. |
| April/May         | Apply for Summer Graduation if on track.  
*Deadline: June 2, 2017* |
| May 4th & May 5th | Graduation Commencement Ceremony (May 4th)  
Convocation for University College (May 5th) |
| May/June          | Spring Associate Degree graduates: Wait for your degree to be posted at UVU. Then send in all supporting documentation to the New Century Scholarship office **BEFORE September 1, 2017**. |
| Middle of August  | Summer Associate Degree graduates: Wait for your degree to be posted at UVU. Then send in all supporting documentation to the New Century Scholarship office **BEFORE September 1, 2017**. |