



2019 Graduation Checklist

UVU ASSOCIATE DEGREE QUALIFIERS

IMPORTANT TIPS

- Check your UVU email.
- Know your deadlines.
- Don't lose this information, but if you do.....check the website:
uvu.edu/concurrent/advisement

Regularly Check Your myUVU Email

ALL official communication from UVU is sent to your student email. This includes follow-up information about your graduation application with notifications of any issues. Your UVU email can be forwarded to another account.

When do you intend to graduate?

Spring Semester Graduates:

- ✓ All requirements will be complete and on your UVU transcript by May 31, 2019.
 - New Century Scholarship eligible
 - Degree will be dated in May
 - Eligible to participate in UVU graduation ceremonies by exception
 - Eligible for honors cords to wear during ceremonies

Summer Semester Graduates:

- ✓ All coursework is complete but you will be waiting on AP scores to post.
 - New Century Scholarship eligible
 - Degree will be dated in August/September
 - Eligible to participate in UVU graduation ceremonies by exception
- ✓ You will be finishing coursework during the summer semester.
 - **Not** eligible for New Century
 - Degree will be dated in August/September
 - Eligible to participate in UVU graduation ceremonies by exception

Review Your Wolverine Track

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. Understand what you have completed and how any missing items will be finalized.

Transfer in Any Outside Credit

IMPORTANT: For Spring graduation, most transfer credit will need to be completed and graded by May 2nd in order to be transferred to UVU by the May 31st deadline. If you will not be able to get the transfer credit in by that time, you may need to re-apply for Summer Graduation. 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.

IMPORTANT: Per UVU transfer policy: Credit will only be awarded for courses completed with C- grades or higher.

- **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.
- **Transfer Credit for other Institutions:** Any credit coming from other colleges or universities must be sent to UVU as soon as it is completed **AND GRADED**. 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 call 801-863-8518.

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

Apply for Graduation

KNOW YOUR DEADLINES

Spring Application Opens: October 6, 2018

Spring Application Deadline: February 1, 2019

Spring Application with late fee: February 28, 2019*

You are a **SPRING** graduate if:

- You are NOT taking AP tests your senior year that will be used to complete your degree
- All requirements for graduation will be on your UVU transcript by May 31, 2018

Summer Application Opens: February 2, 2019

Summer Application Deadline: June 7, 2019

Summer Application with late fee: June 30, 2019*

You are a **SUMMER** graduate if:

- You are ARE taking AP tests your senior year that will be used to complete your degree
- All requirements for graduation will be on your UVU transcript by September 15, 2018

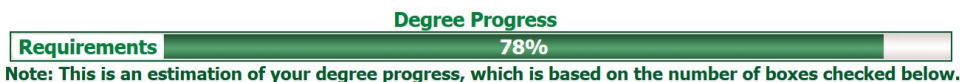
(If applying for summer and you want to walk in spring graduation ceremonies, you must ask for the Summer Exception to Commencement within the summer application. Mark **“YES – Exception Participant”** Your request must be made no later than **March 8th** to ensure your name will be printed in graduation programs)


Graduation Application is **Free if submitted by deadline**

***It will cost \$25** (if submitted during the late period)

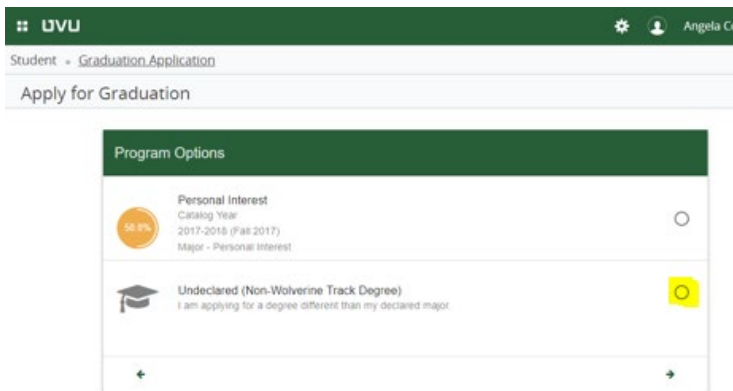
Application Steps:

1. Log into myUVU. Go to Wolverine Track
2. Locate the degree progress bar. Click on the bright yellow box with a graduation hat.

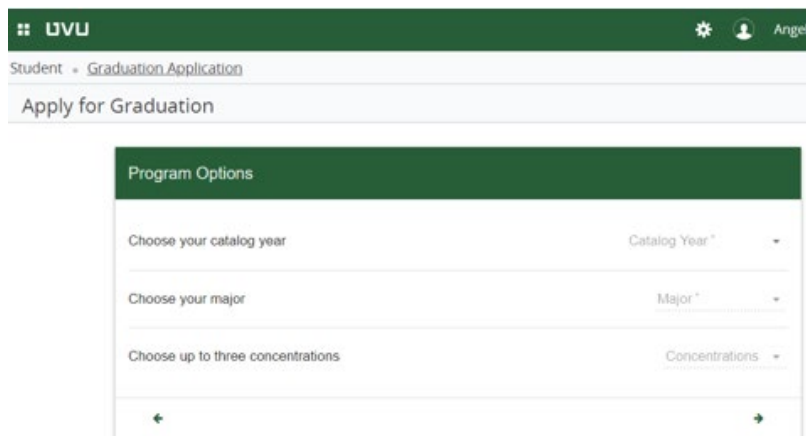


 On track to graduate 🎓 ? [Click here for deadlines, application information or status, and more.](#)

3. Apply for “Undeclared Degree”



4. Choose Catalog Year (found on your wolverine track)
 - **2016-2017** (If started HSCE as a sophomore)
 - **2017-2018** (If started HSCE as a junior)
5. Choose the type of degree you are applying for:
 - AS - Associate of Science
 - AA - Associate of Arts (includes 8 credits of foreign language)
6. Choose **one** concentration
 - University Studies
 - Pre-Professional
 - Specific Concentration (i.e. Math or Computer Science)



Other Notes:

On the application, you will be asked if your courses are complete or if you have missing items. If you are missing anything (i.e. AP credits, Transfer credits, Experiential credits, Classes you will be adding), you will need to write those items in the box provided. UVU will accept or deny your application based on your answers. Please be specific. For example:

- **PE1096 will be transferred from Snow College**
- **AP US History will cover the American Institutions**
- **Transferring 3 elective credits from Utah Girls State**
- **Will purchase SPAN1010 after SPAN1020 is graded**

*At the end of the application, there may be a survey. Please complete the entire survey if you are prompted.

TIP: We highly recommend you meet with an academic advisor for an individual final audit of your wolverine track.

TIP: Keep an eye on your wolverine track over the next few months. Make sure you know what is missing and if you see anything wrong, meet with your advisor ASAP.

TIP: Remember, if you took PE1096 from Snow College, your wolverine track will show 1 credit missing from the general education section. This credit must be covered by an extra elective that will most likely be showing in the “Not Applied to Program” area. The graduation office will make a manual adjustment for this when they process your final degree.

Guide to Ceremonies

Step 1: Apply for Graduation

Step 2: Register for Ceremonies

- There are two graduation ceremonies: Commencement & Convocation. Attendance is optional. You can choose to register and attend one or both. Registering is separate from applying for graduation. Be sure to register early!
- The graduation office will contact you via email to register.

Step 3: Order Cap, Gown & Other Regalia

When you register for ceremonies, you will be given options to purchase.

Step 4: Attend Graduation Fair

Check your registration status, get help if needed, place orders.

Step 5: Pick up Regalia

You will be notified via email when and where you can pick up regalia prior to ceremonies.

Step 6: Attend and Celebrate!

Commencement:	May 2, 2019	UCCU Center
Convocation:	May 3, 2019	Location TBA

*You will be walking at Convocation with **University College**.

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.

Apply for New Century Scholarship – <https://stepuputah.com/newcenturyscholarship/>

The scholarship application will be available November 15, 2018.

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, 2019**. 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/>

TIP: Planning church, humanitarian or military service? Make sure you contact the New Century Scholarship office about deferment. This process will hold your scholarship until you return. See website for details. <https://stepuputah.com/new-century-scholarship-deferment-information/>

UVU Leave of Absence Info: <https://www.uvu.edu/leaveofabsence/>

SCHOLARSHIPS

Apply for Federal Financial Aid (FAFSA) – <https://fafsa.ed.gov>

The 2018/2019 FAFSA application will be available October 1, 2018.

Go to the above website and complete the application online.

Apply for UVU Scholarships – <http://uvu.edu/financialaid/scholarships>

Freshman application | **DEADLINE: February 1**

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.)

TIP : Even though you will have a full associate degree, you will apply as a freshman undergraduate.

Re-Admission

To be considered for Academic Merit Scholarship, **Re-Apply by February 1**

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.

Steps for re-admission:

1. Admissions website www.uvu.edu/admissions
2. "Undergraduate Application"
3. Log into your profile. (If you don't remember your profile email & password, send an email to admissionprocessing@uvu.edu)
4. Start an Application
5. "Concurrent Enrollment to Freshman" application

Application Listing

To start a new application, select an application type below:

High School Concurrent Enrollment

For students who have **NOT** graduated from high school and wish to enroll for concurrent enrollment classes at UVU. **Concurrent Enrollment applications are currently closed.** Click the link below for more information regarding concurrent enrollment.

High School Concurrent Enrollment

Undergraduate Applications

New Freshman/Transfer

For students who have never previously applied to Utah Valley University

Returning/Readmission

For students who have previously applied to UVU but have not taken classes in the last 7 semesters

Concurrent Enrollment to Freshman

For students who have previously been admitted to UVU as a Concurrent Enrollment student, AND are currently in high school or have graduated within the last year, who now wish to attend as an undergraduate student

Graduate Applications

For students interested in applying for a graduate degree or certificate. Students must have **completed a Bachelor's Degree** before starting a program.

Graduate Certificate in Mathematics

Master of Accountancy - Domestic Student

Master of Accountancy - International Student

Master of Business Administration - Domestic Student

Master of Business Administration - International Student

Master of Computer Science

Master of Education

Master of Public Service

Master of Science in Cybersecurity

Master of Science in Nursing

Master of Social Work - Domestic Student

Master of Social Work - International Student

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.

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

TIP: Planning church, humanitarian or military service? Make sure you complete the UVU Deferment or Leave of Absence paperwork. This will hold your scholarships and admissions status until you return. See website for details. <https://www.uvu.edu/leaveofabsence/>

TIMELINE

November	<ul style="list-style-type: none"> ✓ Attend Graduation Meeting ✓ Schedule Individual Wolverine Track Audit with CE Advisor ✓ Register for spring CE/LI courses ✓ Spring Grads: Apply for UVU Spring Graduation <p>Application Opens: October 6, 2018 Application Deadline: February 1, 2019</p>
December	<ul style="list-style-type: none"> ✓ Apply for New Century Scholarship <p>Application Opens: November 15, 2018 Applications Deadline: February 1, 2019</p>
January	<ul style="list-style-type: none"> ✓ Re-Admit to UVU for undergraduate admissions. Use the “Concurrent Enrollment to Freshman” application to avoid duplicate admission fees. ✓ Apply for UVU freshman scholarships. UVU scholarship deadline: February 1
February	<ul style="list-style-type: none"> ✓ Summer Grads: Apply for UVU Summer Graduation. Application Opens: Feb. 2 ✓ All Grads: Register to participate in UVU graduation ceremonies. Ceremony participation is optional. You will receive an email from the graduation office with instructions. ✓ All Grads: Ceremony Participation Notification Deadline: March 8, 2019 ✓ Want to take summer classes? UVU summer semester registration opens at the end of February. Priority registration given based on completed credit hours.
March	<ul style="list-style-type: none"> ✓ Attend graduation fair at UVU Bookstore where you will be able to order all your graduation essentials: cap, gown, announcements, etc. ✓ Complete online orientation/jump start. Meet with your new advisor for your bachelor’s degree. Classes for fall semester fill up fast. Meet now so you are ready to register in April.
April	<ul style="list-style-type: none"> ✓ Register for Fall Semester. UVU fall semester registration opens. Priority registration given based on completed credit hours. ✓ Follow up on you transfer credit. Make sure all transfer credit has been applied to your wolverine track. ✓ If you didn’t already, apply for summer graduation. Application Deadline: June 7, 2019
May	<ul style="list-style-type: none"> ✓ Attend UVU Graduation Ceremonies <p>Commencement: MAY 2, 2019 (General Graduation Ceremony) University College Convocation: MAY 3, 2019 (Walking Ceremony)</p> <p>https://www.uvu.edu/graduation/</p>
May/June	<p>Spring Graduates: Wait for your degree to be posted at UVU, then send in all supporting documentation to the New Century Scholarship office before SEPT 3, 2019*</p> <p><i>*Refer to New Century Scholarship Website to confirm all deadlines</i></p>
Middle of August	<p>Summer Graduates: Wait for your degree to be posted at UVU, then send in all supporting documentation to the New Century Scholarship office before SEPT 3, 2019*</p> <p><i>*Refer to New Century Scholarship Website to confirm all deadlines</i></p>