

## ECE Advisors: Graduation Processes

The new process for certifying undergraduate students' records for graduation uses DegreeWorks (online) and a corresponding paper signature form for each degree being earned. Students planning for Spring graduation need to complete the approval process by October 1 of the preceding year. Students planning for Summer or Fall graduation must complete the process by March 1 of that year.

Graduation process information: <http://www.montana.edu/registrar/Graduation.php>  
DegreeWorks tutorials and FAQs: <http://www.montana.edu/degreeworks/>

(1) The student goes into DegreeWorks and creates a *Plan* that includes only the courses to be taken next semester that will allow the degree to be completed. The student needs to create at least a Plan for the primary degree (e.g., BSEE), and may have other plans if other credentials are being earned, like a separate plan for minor(s), and a separate plan for a second major. The Plan(s) must be named one of the following:

- Final Semester Primary Degree**
- Final Semester Secondary Degree**
- Final Semester Second Major**
- Final Semester Minor**

(2) The student fills out the NEW format *Application for Baccalaureate Degree paper form* and if earning a second major or minor(s), the corresponding paper application forms for each of those additional credentials, too. Forms are available in the rack across from the ECE Office, or from: <http://www.montana.edu/registrar/Graduation.php>.

(3) When the student meets with you, go into DegreeWorks, lookup the student, and scroll through the *Worksheet* view. There should only be a few “red” boxes showing the last few courses that need to be taken. Then go to the *Plan* tab and find the *Final Semester Primary Degree* plan that the student already has created—note that if the student named it something else, you can rename it correctly once you open it. Open the Plan, and press the “Audit” button. The Audit screen should show that every requirement is being met (blue tilde). If anything is NOT being met by the combination of the prior courses, courses in progress, and courses on the plan, help the student figure out what is missing and what needs to be done to correct the problem.

Once your review is complete, “activate” and “lock” the plan, save it, and go to the *Notes* tab. Select the predefined notes and look WAY DOWN toward the bottom for the following selections:

- **Final Semester Primary Degree Advisor Approves DegreeWorks worksheet**
- **Final Semester Advisor Note...**  
*This note is designed for use by advisors to explain any oddities in a student's graduation application. It can be used to reiterate information already apparent in the DegreeWorks worksheet and plan. However, it is most appropriate to use this note to explain graduation issues not otherwise communicated through DegreeWorks, such as any assumptions about substitutions or credit discrepancies.*
- **Final Semester Minor Advisor Approves DegreeWorks worksheet**
- **Final Semester Secondary Degree Advisor Approves DegreeWorks worksheet**
- **Final Semester Second Major Advisor Approves DegreeWorks worksheet**

If the final semester Plan audits correctly without any issues, you just choose the “**Final Semester Primary Degree Advisor Approves DegreeWorks Worksheet**” note and save it. If there are any questions or credit/substitution issues, instead choose the “**Final Semester Advisor Note...**” and then type in your comment/request/question into the note field.

(4) Now go to the paper degree application form and initial accordingly:

(a) If the student’s plan is correct and has been “activated” and “locked,” check and initial the first Advisor box on the paper Application for Baccalaureate Degree.

OR (b) If the remaining coursework is simply comprised of the unfinished items in the DegreeWorks worksheet, check and initial the second Advisor box on the paper application (i.e., tells the registrar not to worry about the plan since degree completion is inherent).

OR (c) If there is some anomaly, like a credit discrepancy, a course that needs to be substituted, missing transfer credit assignment, or anything else that requires the ECE Certifying Officer to do some adjustments, check the third Advisor box and include appropriate explanatory notes in DegreeWorks using the “Final Semester Advisor Note...” feature, as mentioned above.

Then you and the student sign the *Application for Baccalaureate Degree* and have the student bring it up to the ECE office for processing.

The process for an EE or CpE Minor is the same, except use the Minor degree app form and the Minor advisor note. If the student’s minor is from a different department, like Math or CS, the minor paperwork gets handled by those departments: the student brings the Minor application form to the corresponding department office for certification.

You are DONE at this point, unless a question comes up later in the processing.

(5) As the paper Degree Apps arrive in the ECE office, the ECE Certifying Officer will go through DegreeWorks and do a final set of substitutions and corrections (as necessary) and then set the status to be ready for checking by the graduation auditor in the registrar’s office.

(6) The student (and advisor) can check his/her Degree App status at any time by logging into DegreeWorks and checking the Notes page.

(7) Finally, if the student ends up changing the coursework after having the degree approval, there is no longer a “Delete/Add” form. Instead, the student needs to see the advisor, update and check the revised plan, and notify the Certifying Officer that the new slate of courses needs to be re-certified.