Graduation Instructions

There are a few things you must do in order to graduate:

1. You will need to turn in an Admission to Candidacy, or Program of Study form, at the beginning of the semester you wish to graduate in. There is one for the Master’s and another for the Doctoral. You do not need to worry about getting your committee members to sign this form, they approve it online. You can fill out and e-mail the form to jo.yates@utah.edu.

2. You will need to apply with the Registrar’s office to let them know when you plan to graduate.
   a. Those of you who are doing a thesis or dissertation keep in mind this means the semester that your thesis will be released, not necessarily when you finish your coursework. For instance, if you defend in Spring and your courses finish in that semester but you won’t have your thesis/dissertation in to the Thesis Editor until Summer, you would apply for Summer graduation. This does not mean that you have to take classes in the Summer.
   b. In reverse of that, if you defend and get your thesis/dissertation in and cleared, but your courses don’t end until the next semester, you will apply for when your classes end.
   c. There are dates you have to have the form in by:
      - Fall: June 1, Spring: November 1, Summer: February 1.
   d. To acquire the form, as well as get more information on this process, go to the Registrar’ Graduation website: http://www.sa.utah.edu/regist/graduation/Grad.htm

3. Get your thesis cleared by the Thesis Office. Once you have defended and your chair has signed the Final Reading Approval form, you will turn in your thesis/dissertation to the Thesis office. Please be aware that there are deadlines for turning it in in order to finish in a certain semester. Those deadlines can be found on their website: http://www.gradschool.utah.edu/thesis/index.php.

4. Because the system of faculty and Graduate School approvals has moved online, you can now view who has approved your Program of Study, your committee, and your exams. To do this, sign into your CIS account and click on the link that says Graduate Student Summary under the Graduation Box. Specific instructions on viewing these materials have been included in this document.
Student Access

Registration Appointments for Summer 2009

Summer 2009 registration appointments will be available on Tuesday, February 17, 2009.

Start Dialing 10 Digits for Local Calls

Mandatory 10 digit dialing starts on March 1, 2009 due to the addition of the new 385 area code. Start dialing 10 digits now to be campus ready.

Graduation

- DARS
  - How to Read a DARS Report
  - View/Update Your Degree Audit Report(s)
  - Generate Degree Audit Report(s)
  - Generate Degree Audit for My Major(s)

- GPS
  - Graduation Planning System

Graduate Students

- Graduate Student Summary

Questions can always be sent to webmaster@acis.utah.edu

Class Schedules & General Cat.

- General Catalog
- Student Handbook
- Course Number Changes
- Class Schedules:
  - Fall 2009
  - Spring 2009
- Archived Class Schedules
- Academic Outreach & Continuing Edu
- U-online - U of U Online Courses

Student Grades

- View your Grades by Term
- View your Unofficial Transcript
- View your Summary of All Grades
- View your Academic Summary
- Official Transcript Information

Speedy Links

- Fast Grades
- Fast Schedule

ASUU Voting

- Read your messages here.

You have messages:

- Important! 1099-T Tax Information

Student Profile

Name: HOLLY, BUDDY
Student ID: 00000000
Address: 201 S. PRESIDENTS DR
SALT LAKE CITY, UT 84112
Phone: add phone number
UMail: u00000000@utah.edu
Declared Major: Music PhD

IMPORTANT: Your UMail and Mailing Address are used for formal communications to you from the University. To avoid missing official information keep your Mailing Address current by selecting the above link to make changes.
Graduate Student Summary
Grad Student Committee

<table>
<thead>
<tr>
<th>Field</th>
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<tbody>
<tr>
<td>EmpID: 00000000</td>
<td>Name: HOLLY, BUDDY</td>
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<td>Academic Program: CFAOR</td>
<td>Fine Arts (OR)</td>
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<tr>
<td>Academic Plan: MUSCPHD</td>
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<td>Degree Seeking: PHD</td>
<td>Term Admitted: 1078</td>
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<td>Admissions Status: Active in Program</td>
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Supervisory Committee

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<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tr>
<td>Chair</td>
<td>BERRY, CHUCK</td>
<td>Music Department</td>
</tr>
<tr>
<td>Member 1</td>
<td>LEWIS, JERRY LEE</td>
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<td>Member 2</td>
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<td>Member 3</td>
<td>DIDDLEY, BO</td>
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<td>Member 4:</td>
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Committee Comments: Curriculum Vitae for outside member, Johnny Cash, on file with the Graduate School.

Graduate School Committee Approval Date: 10/29/2009

Student Program of Study

Student Program Plan Audit
Grad Student Program of Study

Grad Tracking SA1016q

Enrollment: 0030000  Name: HOLLY, BUDDY  Resident: N  International: Y
Academic Program: MFAOR  Fine Arts (OR)  Academic Plan: MUSCPHD  Music PhD
Career Nbr  Degree Seeking: PhD  Term Admit: 1078  Admissions Status: Active in Program

Coursework
Effective Date: 11/2010  Sequence Nbr: 1

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Approvals
Supervise Date: 10/27/2009

Chair: 01000600  BERRY, CHUCK  Date Approved: 10/27/2009
Member: 01000600  LEWIS, LERREY  Date Approved: 10/27/2009
Member: 01000600  RICHARD, LITTLE  Date Approved: 10/27/2009
Member: 01000600  DIDDLEY, BO  Date Approved: 10/27/2009

Dept Chair or Dir of Grad Studies: 01000600  PRESLEY, ELVIS  Date Approved: 10/27/2009

Thesis Coursework

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Thesis Data

☐ Thesis  ☐ Project  ☐ Non Thesis  IBS Approved Date: 10/27/2009  MCUCC Approved Date: 10/27/2009

Transfer Courses

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Graduation

Expected Semester of Graduation: 1108  Summer 2010

Applied for Graduation Term: 1108  Applied for Graduation Date: 
Renewed Term: 
Renewed Date: 

Total Thesis Research Units: 0.00  Total Units: 0.000  Cumulative GPA: 0.000

Student Committee  Student Program Plan Audit
Grad Student Program
Plan Audit

Graduate School Requirements Audit

Thesis hours (6 or more for Masters, 14 or more for Doctorate):

Total hours (30 for Masters, no requirement for Doctorate):

Residency (two continuous semesters of full-time enrollment):

Program of Study Approvals:

Exam Approvals:

Language Verification (for MA’s and some Doctorates):

Thesis Release:

Class Grades:
T and I grades must be changed to letter grades before student can graduate.

Continuous Registration

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Official Leave Of Absence

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Student Committee

Student Program of Study