

STEPS TO GRADUATION for GENERAL STUDIES or INTERDISCIPLINARY STUDIES BA

STEP 1: Create Your Graduation Plan and Semester Planner with Carlynn Trout in M110 Student Success Center. Contact Carlynn at troutc@missouri.edu to tell her of your interests and career plans. Then make an appointment by using MU Connect or calling 573-884-9700.

STEP 2: File Your Grad Plan with Megan Merrill in 107 Lowry Hall. Make an appointment by calling 573-882-6411 or booking it in person at the front desk of 107 Lowry Hall. Bring your OMD folder with 3 copies of your graduation plan to your appointment. Megan will check/approve your graduation plan and enter your graduation date in myZou. If you are transferring from another division, Megan will initiate the "Transfer of Division" process with you.

STEP 3: Manage Your Individualized Major. This is an integrative, student-centered major, so the responsibility of knowing your components and choosing appropriate classes rests on your shoulders.

- Keep your OMD folder holding your grad plan and semester planner in a safe place.
- Use your grad plan and semester planner to enroll yourself in classes each semester.
- Stay in touch with your advisor via email and regular appointments (once per term before Registration is recommended) to ensure that you are staying on track.
- Record your courses and grades on your grad plan each term.
- Bring your OMD folder to all meetings with Carlynn and the final grad checker.
- Include your name, student number and degree (BGS or IDS) in all emails. Example: Doe, Jane 12364188 BGS.
- Use your MU resources:
 - Learn about Internships for your degree on the Office of Multidisciplinary Degrees (OMD) website: <http://omd.missouri.edu> Go to the Internship tab to read about eligibility and the application process for individualized OMD Internships.
 - Visit the Registrar's website: <http://registrar.missouri.edu> to find important academic dates, the MU Catalog, Course Repeat Policy, Revision of Record, Course and Term withdrawal information, etc.
 - Visit the MU Career Center website: <https://career.missouri.edu/> to learn about the many services and resources available to you for employment and/or further education.

STEP 4: Complete Your Final Grad Check with Eric Carter in 107 Lowry Hall based on the timeline below. Make an appointment by calling 573-882-6411. Bring your completed grad plan to this meeting.

Upcoming MAY graduates	Schedule your appointment between November-December AFTER you enroll in classes for your final spring semester.
Upcoming AUGUST graduates	Schedule your appointment March-early May AFTER you enroll in classes for your final summer semester.
Upcoming DECEMBER graduates	Schedule your appointment between April-early May AFTER you enroll in classes for your final fall semester.

STEP 5: Complete the MU Senior Outcomes Survey before Commencement. The survey is required and will be sent to your MU email address prior to the A&S ceremony.

AGREEMENT: I have read the above information. I understand my personal responsibilities for managing my degree to completion. I will follow the steps above and use my MU resources to maximize my degree.

Student Signature: _____ **Date:** _____