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Megan Oleksa

Hello and welcome to this video workshop on graduation planning also sometimes called continuation planning. The purpose of this video is to talk about why planning is important and to give you the steps and tools that you need to create your own graduation plan.

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Megan Oleksa

As the slide says, graduation will be here before you know it. It happens quickly, so we want to make sure that you are prepared from the start.

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Megan Oleksa

So why is it important to start graduation planning early? Ultimately, you are responsible for ensuring that you've completed all of your degree requirements. Your student success center and faculty advisors are here to assist, but at the end of the day, it is your responsibility to make sure that you have everything you need to graduate.

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Megan Oleksa

This is important if you are not able to get particular courses first semester. If you change your major or add a minor and need to see how that will affect your plan, or if you're planning to attend Graduate School and need to see when and where you're going to fit in any prerequisite courses that you might need.

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Megan Oleksa

So where do I even start? The first step of graduation planning is to review the catalog you want to make sure that you are using the correct catalog year, which is the year that you started classes on the next slide I will show you the easiest place to access the catalog, but I do recommend bookmarking your catalog year for future reference as the link in one Bellarmine may change each year.

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Megan Oleksa

In the catalog, all of the program outlines and requirements are listed. The main page of each program lists important information that you need to know about any GPA requirements. Bachelor of Arts versus Bachelor of Science Options, Learning Outcomes Program chair contact information, admission requirements, and other information.

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Megan Oleksa

There's also links to associated majors, minors and course listings. You'll also be able to find a list of all general education requirements in the catalog, as well as all academic policies and procedures.

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Megan Oleksa

The easiest ways to find the current catalog is through your one Bellarmine portal. You can also find it on the registrars page.

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Megan Oleksa

The next step to creating your graduation plan is to determine if you brought any brought in any dual credit AP, clip IB, or any other credits that you were completed prior to starting classes here. If you did submit everything you needed to process those, you will see them listed in your timeline and self-service under non term courses. If you think you should have credits from high school or another institution and did not see them here, it is likely that we did not receive your official transcript.

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Megan Oleksa

For example, report. Please let your advisor know if you have questions about how to request these.

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Megan Oleksa

In this example, our student brought in six classes. If an AP or IB score transferred in, there will be a check mark displayed next to the course rather than a grade. Keep in mind, grades do not transfer in and will not affect your cumulative GPA.

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Megan Oleksa

One of the quickest and easiest ways to see what you have completed and what you have remaining toward your degree is the Progress tab in self-service. This shows you your cumulative GPA, majors and minors, special programs like honors, your completed and in progress credits, and a listing of all general education, major and minor requirements.

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Megan Oleksa

It will also list honors requirements at the very bottom of the page. If applicable. We can see in this example that the student has completed 41 credits, is currently enrolled in 16 credits, came in on the 2021 catalog, and has completed seven of the 11 general education requirements.

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Megan Oleksa

It is important to always double check your progress tab and graduation plan against the catalog.

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Megan Oleksa

For example, the psychology program requires an additional social science general education class that is not psychology, but self-service is not able to differentiate and will mark your social science complete even if you are a psychology major who has not taken another social science other than psychology 103. This is why having a manual copy that you verify against the catalog is so important.

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Megan Oleksa

In this example, I'm using the graduation plan template that we have developed, but some students choose to use an Excel spreadsheet, paper or other software to track their requirements.

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Megan Oleksa

I've started by adding in the courses and credits earned prior to starting here at Bellarmine that we saw on the previous slide from the non term courses.

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Megan Oleksa

This is helpful when you go back to doublecheck your requirements and credit totals. At the end. You can also see that I've added in the students intended graduation date major and indicated that she is an honor student as there will be requirements we will go over for each of those.

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Megan Oleksa

The next step is to add in your first semester courses. Again, those can be found in your timeline on self-service.

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Megan Oleksa

Now that you have all of your previous and current courses filled in, you can begin planning out your future semesters. You will want to utilize the catalog page for your program, which I will go over with you next in more detail.

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Megan Oleksa

Some things to keep in mind when planning out your semesters include making sure that you have all general education requirements, ensuring you have any prerequisites required for Graduate School, and checking to see if classes are offered in specific semesters or every semester. For example, some courses are only offered spring or fall or author, even years, and some classes are restricted to students with a junior standing or higher, which is based on completed credits, not in progress credits.

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Megan Oleksa

The main page program page in the catalog provides a lot of helpful information.

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Megan Oleksa

As you can see at the top, the department chair is listed. There is also a description of the program, and for programs that require a separate admissions process like nursing education in the medical laboratory science programs, you will find all of the requirements for admission in this example of the education program, you can see that there are three transition points with various requirements for each one. It is important to know what requirements.

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Megan Oleksa

Are for your program to ensure that you stay on track. If, for example, you need to repeat a class to meet one of the requirements, it will affect your graduation plan and you'll need to adjust accordingly.

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Megan Oleksa

At the top of the program page you can see all of the required courses listed and any special notes to keep in mind when you go to doublecheck that you have everything you need for your plan. This is a good place to refer to.

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Megan Oleksa

You can also see that there's a suggested program of study for the major. Every major is a little different in terms of progression, so you will want to click on each class to see if you are required to take anything prior to taking that course. In this biology example, if we clicked on biology 1:30, we would see that our student would need to first complete biology 125 and or chemistry 103 with a C or higher, and chemistry 103 must be completed before she can take chemistry 104.

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Megan Oleksa

For many of the humanities majors, there are not as many prerequisite restrictions, so it is always a good idea to double check each class.

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Megan Oleksa

These are some examples of restrictions or requirements for certain classes that you will need to look out for. Note that these courses specify when they are offered as well as the prerequisite requirements.

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Megan Oleksa

You can see at the bottom part of the previous suggested program of study from the catalog.

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Megan Oleksa

You will also note that at the bottom of the page it will indicate the minimum total credits for the degree 120 credits, as well as some additional notes to keep in mind. Looking back up at the suggested program of study, you can see that the general education classes are listed as such on the plan, while general education classes can be taken in any semester. For most programs, it is important to note that some are sequential. For instance, you must take English 101 before English 200.

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Megan Oleksa

Or theology 200, before your theology elective and IDC 101 is strongly recommended to be taken during your first year.

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Megan Oleksa

Another place to double check general education requirements is the academic policy section of the catalog. You can find that on the left hand side of the page. Click on academic policies and then select or

Scroll down to general education requirements. It will take you to the full version of this chart where you can see how many credits are required for each section and which classes will count toward the requirement. If you are a transfer student, you will want to refer to the transfer student section of the policies.

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Megan Oleksa

Further down the page.

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Megan Oleksa

I'm going to go into a little more detail about planning for additional requirements like a graduate program or the Honors program.

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Megan Oleksa

Some programs will list out requirements for professional programs, like in that biology example it showed us what premedical students would need to take, as well as students who are on a pre dental or pre vet track. But other programs will not. It is up to you to keep track of what you need. You can utilize our pre professional pages and the admissions requirements pages for any schools you're considering for your professional or graduate program.

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Megan Oleksa

For the honors program, you can find their requirements listed in the catalog under honors courses.

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Megan Oleksa

Make sure that you schedule for the five required honors courses and the junior and senior thesis and research requirements. Again meet with your advisor or preprofessional advisor For more information.

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Megan Oleksa

As an example, here's the page for the admission requirements of the Uofl School of Dentistry. You can see that there are specific classes that are required and recommended, as well as indicating when those credits need to be completed prior to application or admission.

0:11:24.100 --> 0:11:42.730

Megan Oleksa

This is a screenshot from our pre dental page and you will notice that there are a few differences. This is why it's so important to cross reference as your major program at Bellarmine may require more or less than what is required by the Graduate School. As always, consult with your advisor with any questions.

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Megan Oleksa

Here we can see the final draft of image graduation plan. You might notice that her general education classes are in different semesters than the suggested plan from the catalog. This is OK as general

education classes can be taken in any semester, but she does still have them in sequential order. As I mentioned before.

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Megan Oleksa

She also decided to take Philosophy 101 over the summer between her first and second years to help keep her credit load lighter during the semester. You will also notice that she is able to graduate a semester early while still getting in all of the requirements for her major pre dental program and honors program with a total of 128 credits, which is above the 120 minimum you'll see. She has the five required honors courses as well as the junior and senior.

0:12:37.760 --> 0:12:39.600

Megan Oleksa

Thesis and research classes.

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Megan Oleksa

She could also decide to add a minor, take additional electives, or she may need a few more prereqs for her dental program, depending on the school she is applying for, so that could fill in that final semester of her 4th year.

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Megan Oleksa

This slide just explains what we just discussed while looking at the sample plan.

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Megan Oleksa

You will note that a program with more flexibility and more elective space may be able to add in a double major or a minor, or even two minors. Again, questions can be addressed to your advisor.

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Megan Oleksa

Some final thoughts before we finish up are to remember that this is a working document and you should update it as you register for each semester to ensure that you stay on track. If you need to repeat a class or if a class is not available during a semester, your graduation plan will need to be updated. Your academic advisor can work with you on your plan, but it is helpful if you have a first draft.

0:13:55.60 --> 0:14:3.130

Megan Oleksa

If you have any questions as you're putting together your graduation plan, please contact your student success Center academic advisor.