Let’s Talk Graduation!!



Goals for today:

We will answer the following questions:



- How do I graduate from SOU?
- Is my degree curriculum correct?
- What is my graduation term?
- What do I do after I apply?
- DegreeWorks tips & tricks
- What about finishing in Summer? Can I walk?
- Where do I buy regalia ?
- What if I change my name or address for my diploma?
- Question time

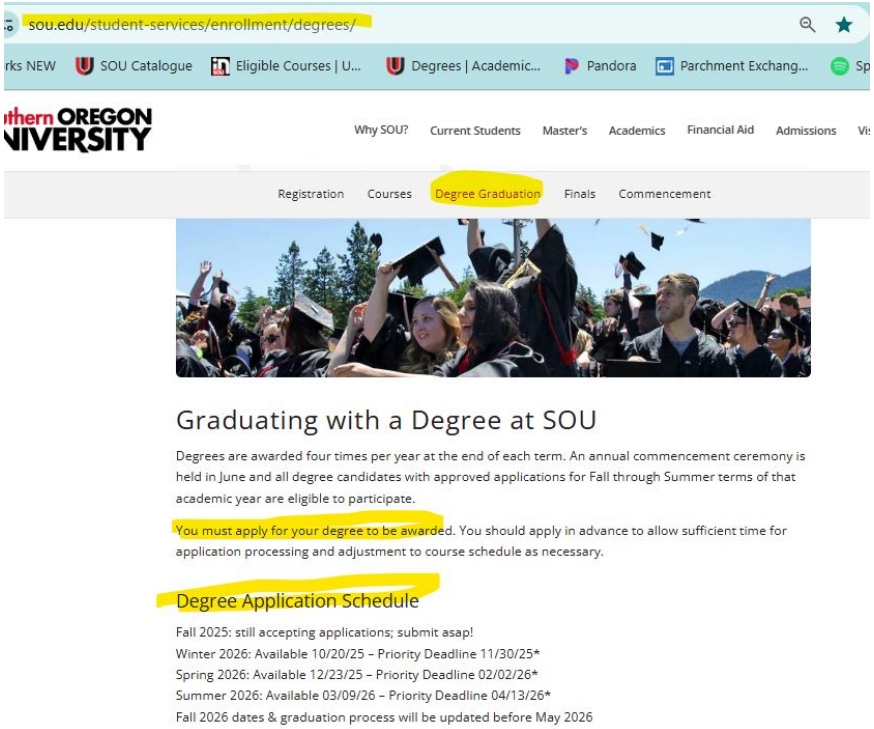
Get ready….

here we go!



Find the Degrees Webpage

… and read it *(please)!*



- Apply during the priority deadline window!
- Graduation term = last term of classes

Winter 2026 - opens 10/20/25

Spring 2026 - opens 12/23/25

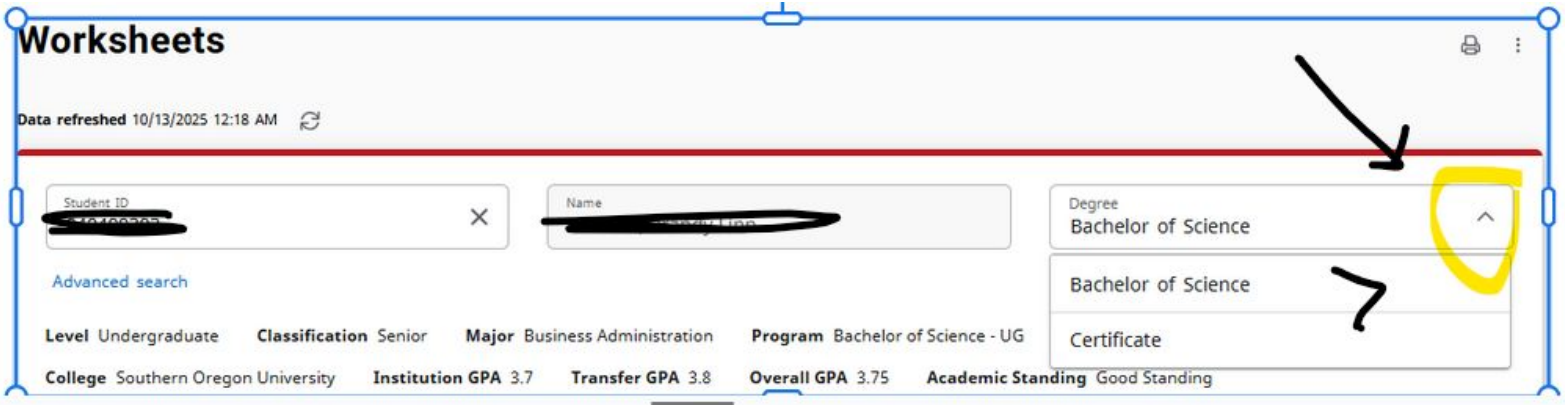
Summer 2026 opens 3/9/26

https://sou.edu/student-services/enrollment/degrees/

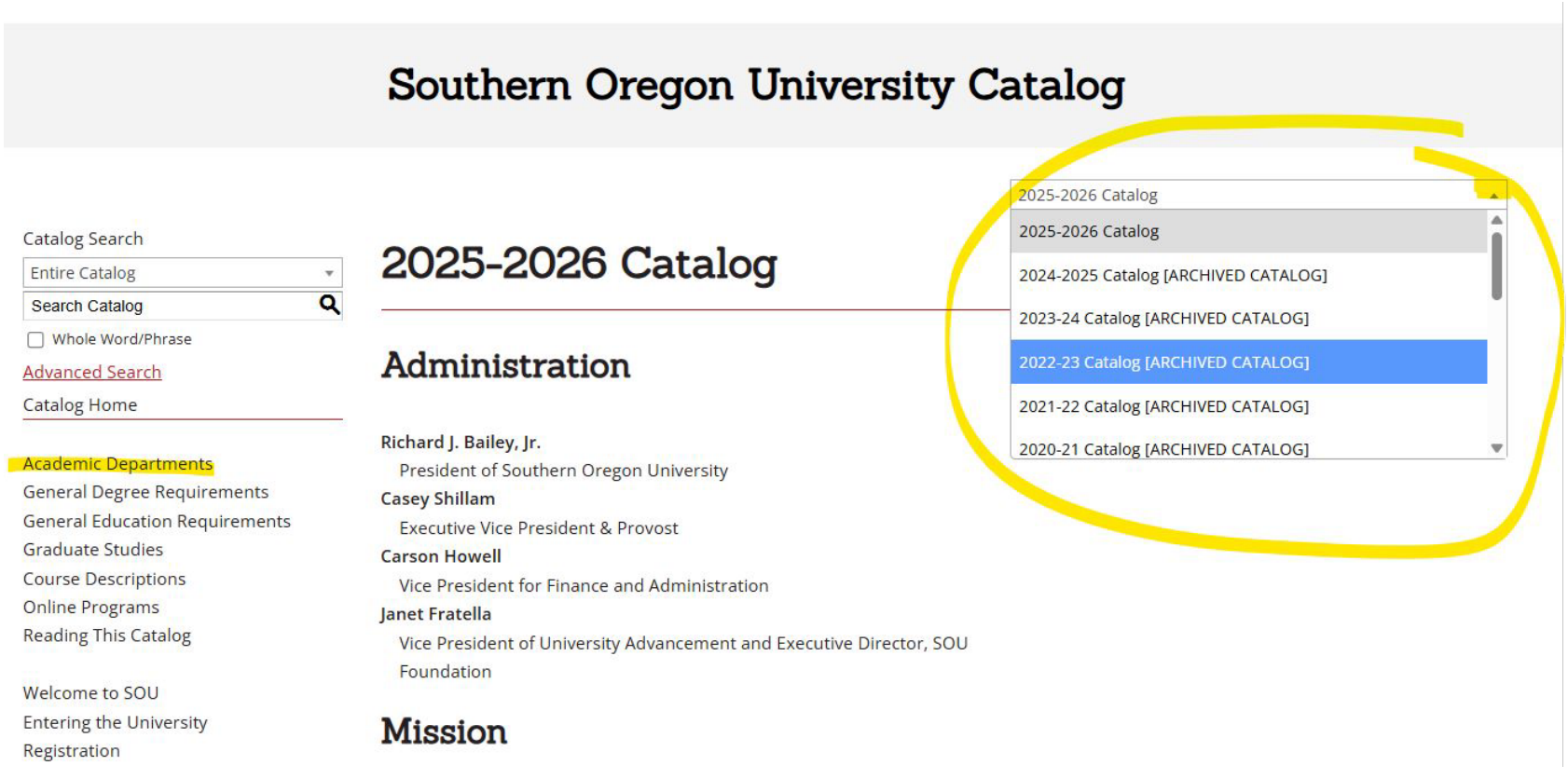
What is your catalog & curriculum

What do I mean? Are you pursuing a Certificate, a Minor? Need to add or drop one? Does your major concentration have a corresponding certificate - make sure it's showing in Degreeworks

- Make catalog year & curriculum changes BEFORE you apply
- What you see in Degreeworks = what curriculum will appear in the graduation application
- Your application is incomplete if you only submit a BS degree application but have a certificate in Degreeworks as well = DELAYS

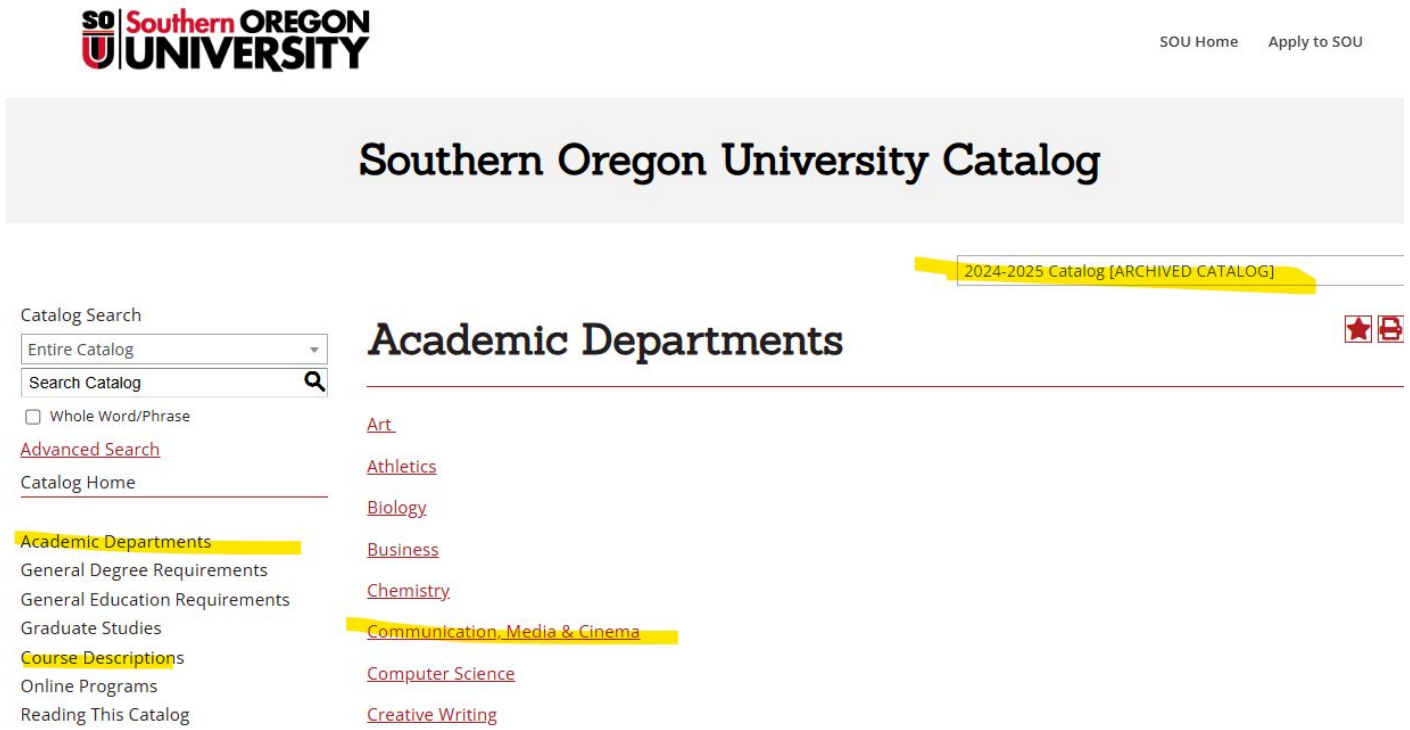


Catalog year matters!



Review Major Sheets by Catalog Year

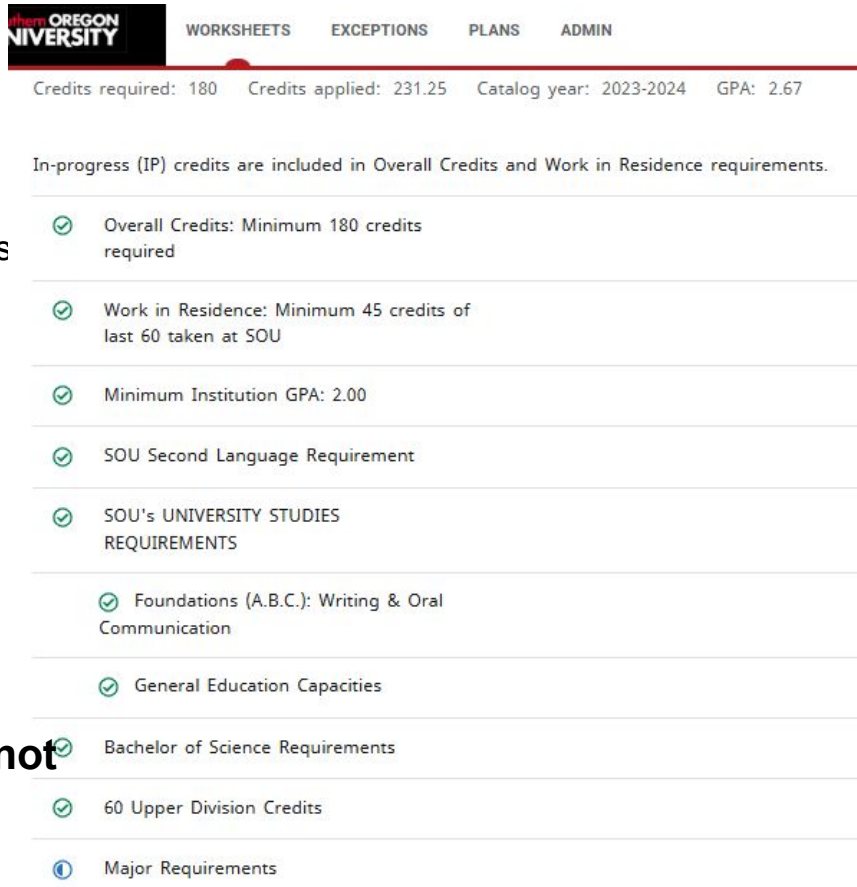
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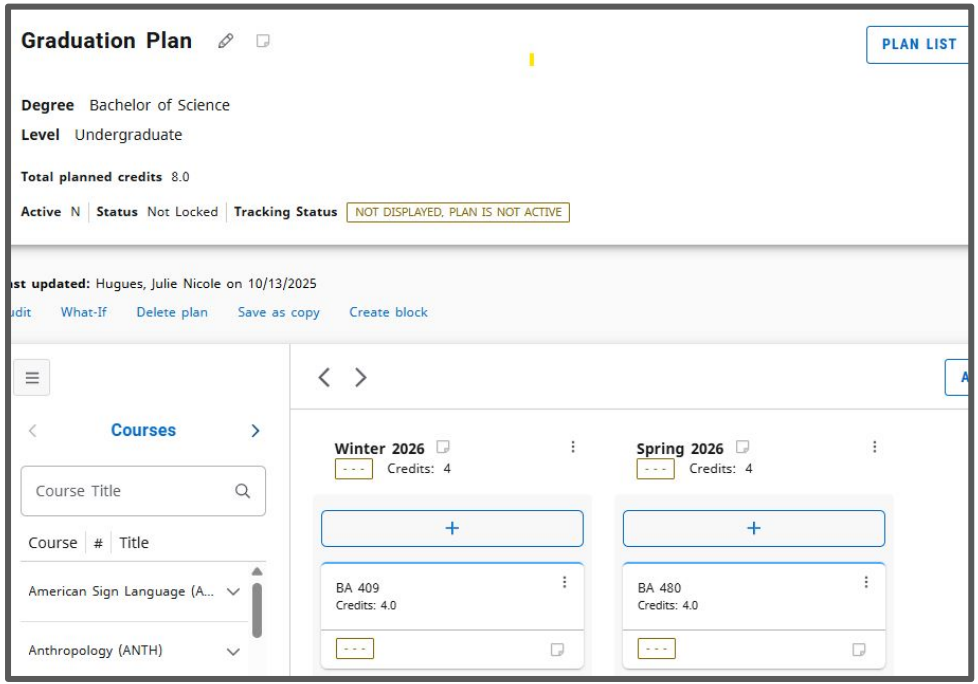
Decoding DegreeWorks

- Review curriculum & catalog year
- Review all the Bachelor and Cert degree requirements
- General Education Capacities
  - **ONE** subject prefix per requirement. work with advisors to swap assigned classes if needed
- Check your Registration
  - Always check for the (R) next to registered for classes in the main Degreeworks audit
- Major, Minor, Cert requirements
  - Compare against the catalog/use correct catalog year
- Total Credits - minimum 180 total & 60 upper division

WARNING: This is a transition year and Degreeworks might be outdated and/or not get updated



Before applying you must have a “Graduation Plan”



Please reference the [Graduation Plan Instructions.]

Your plan must include:

1) Future courses ONLY
2) Start fresh! Don’t use old plans
3) Make sure credits per term are correct!
4) Add a note to your plan to clarify missing requirements or substitutions
   - Transfer courses
   - Incomplete grades
   - Doesn’t have to be active
   - Adjust credits for variable level courses

PLANNER do's & don'ts

Graduation Plan Instructions

Before you create a graduation plan, you should meet with your advisor or Student Success Coordinator to see what courses you need to complete.

***** Creating a Graduation plan is a requirement for the graduation application. *****

PLANS FAQ

- **DO**…. Create a NEW plan with just future classes (the planner tool will already look at past classes and current registration)
- **DO** …Use the NOTES feature to attach comments to your plan if you have transfer coursework or to clarify missing requirements.
- **DO** … Ask your advisor to enter a note in your Degreeworks audit confirming any course substitution approvals – if I see their note, then I don't have to email and clarify
- **DO NOT** repeat courses, the Planner audit will not catch if you are repeating courses and most classes are nc
- **DO NOT** use an c incorrect audits or credit
- **DO NOT** be vagu accurately evaluate you

Plan List

Description	Active	Modified ↓	Who	Degree
Graduation Plan	N	10/13/2025	Hugues, Julie Nicole	BS
Updated Plan Feb 2022 - 3 Classes per Term	Y	02/24/2022	Frank, Sara J	BS
3 classes per term	Y	06/29/2021	Frank, Sara J	BS
Plan May 2021	Y	05/11/2021	Frank, Sara J	BS

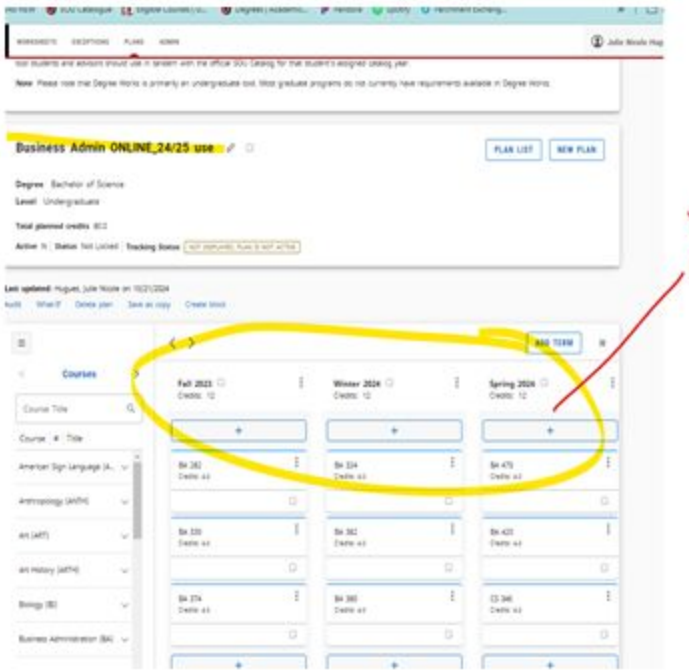
Total results: 4

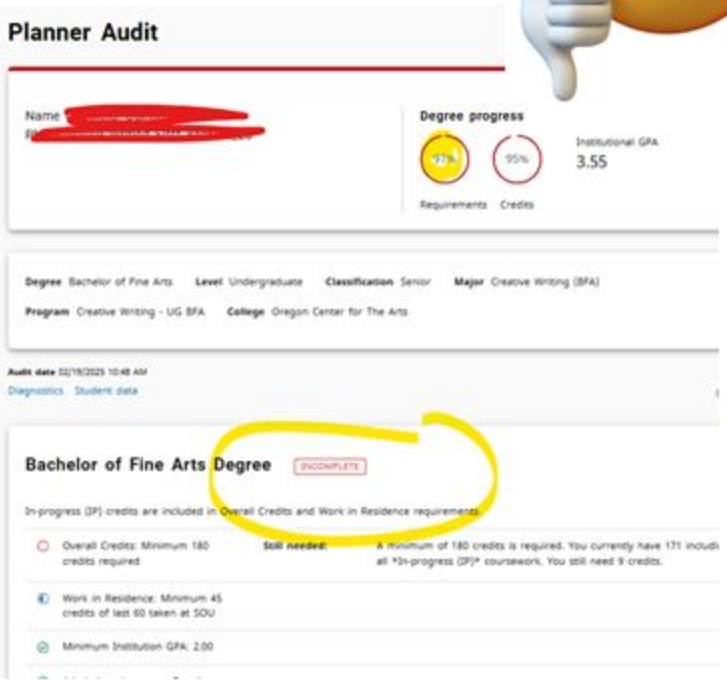
I'll look at the name & date of the plan
to determine which to look at - not clear = delay

The PLANNER audits may not be accurate
(use them as a tool)

Review Plans with your Advisor
BEFORE you apply!

BAD PLAN ….don't do it!

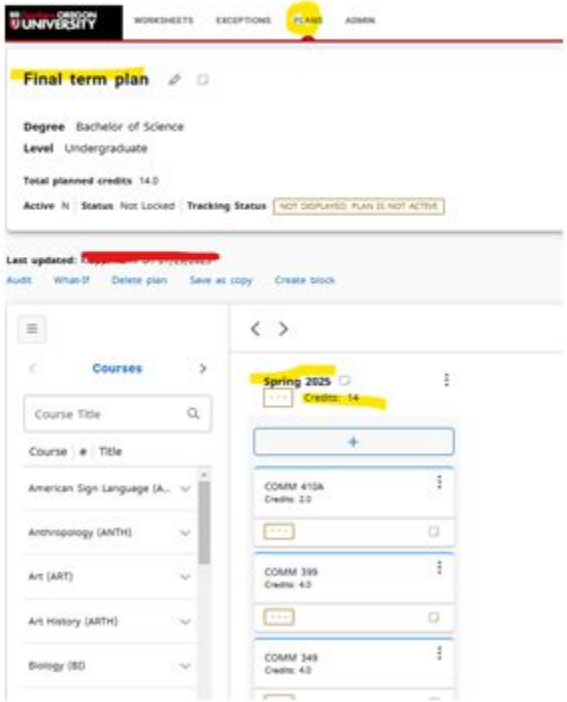


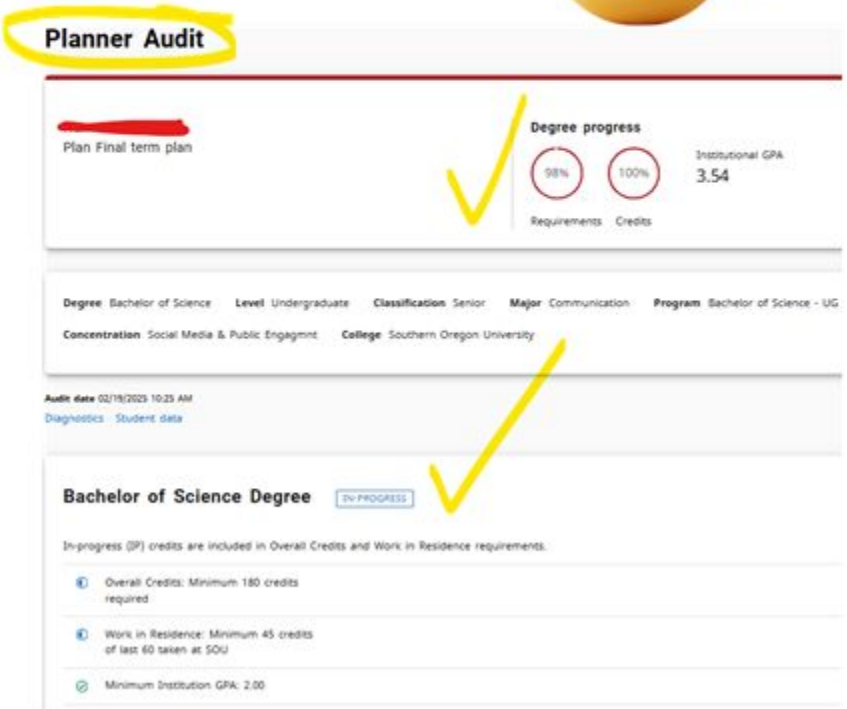




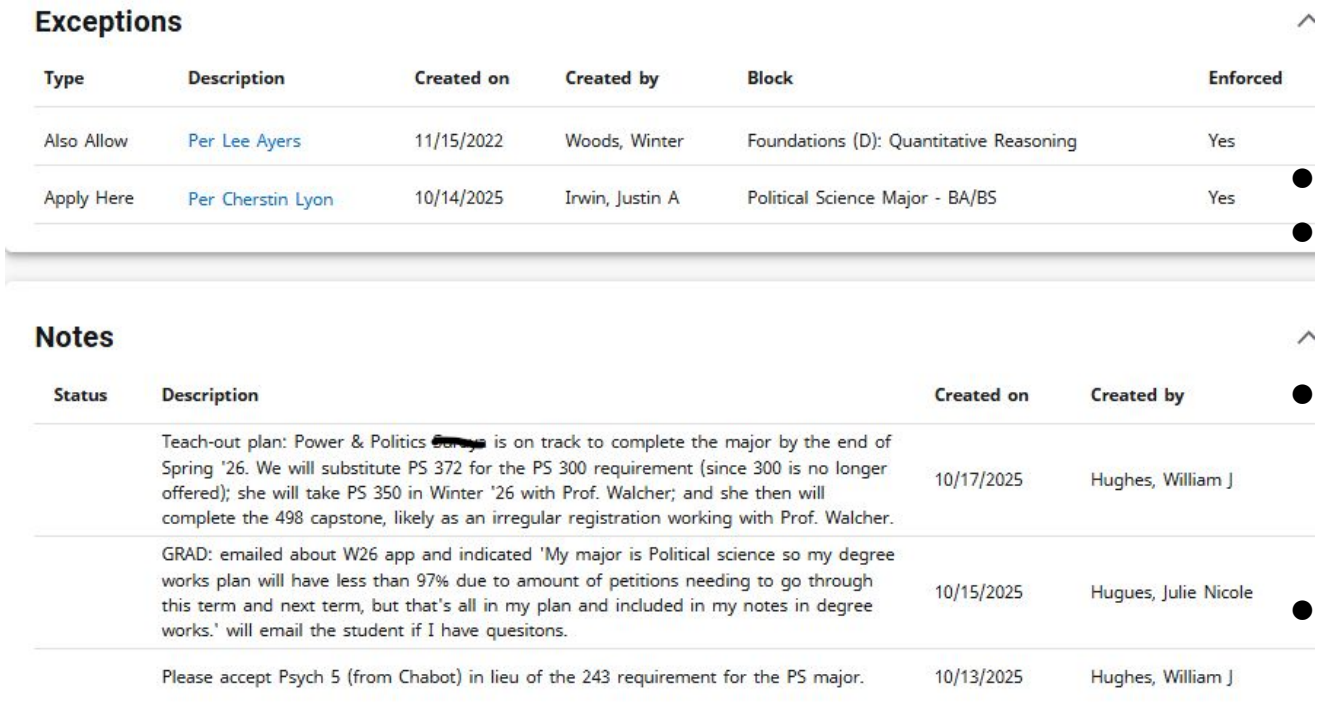
GOOD PLAN




WORKSHEETS
EXCEPTIONS
PLANS
ADMIN
Final term plan
Degree Bachelor of Science
Level Undergraduate
Total planned credits 14.0
Active N | Status Not Locked | Tracking Status NOT DISPLAYED: PLAN IS NOT ACTIVE
Last updated:
Audit What-If Delete plan Save as copy Create block
Courses
Course Title
Course # Title
American Sign Language (A...
Anthropology (ANTH)
Art (ART)
Art History (ARTH)
Biology (BI)
Spring 2025
Credits: 14
COMM 410A
Credits: 2.0
COMM 399
Credits: 4.0
COMM 349
Credits: 4.0


Planner Audit
Plan Final term plan
Degree progress
98%
100%
Requirements
Credits
Institutional GPA
3.54
Degree Bachelor of Science
Level Undergraduate
Classification Senior
Major Communication
Program Bachelor of Science - UG
Concentration Social Media & Public Engagmnt
College Southern Oregon University
Audit date 02/19/2025 10:25 AM
Diagnostics Student data
Bachelor of Science Degree
IN PROGRESS
In-progress (IP) credits are included in Overall Credits and Work in Residence requirements.
Overall Credits: Minimum 180 credits required
Work in Residence: Minimum 45 credits of last 60 taken at SOU
Minimum Institution GPA: 2.00

Advisor Notes MATTER!



Exceptions

Type	Description	Created on	Created by	Block	Enforced
Also Allow	Per Lee Ayers	11/15/2022	Woods, Winter	Foundations (D): Quantitative Reasoning	Yes
Apply Here	Per Cherstin Lyon	10/14/2025	Irwin, Justin A	Political Science Major - BA/BS	Yes

Notes

Status	Description	Created on	Created by
	Teach-out plan: Power & Politics [redacted] is on track to complete the major by the end of Spring '26. We will substitute PS 372 for the PS 300 requirement (since 300 is no longer offered); she will take PS 350 in Winter '26 with Prof. Walcher; and she then will complete the 498 capstone, likely as an irregular registration working with Prof. Walcher.	10/17/2025	Hughes, William J
	GRAD: emailed about W26 app and indicated 'My major is Political science so my degree works plan will have less than 97% due to amount of petitions needing to go through this term and next term, but that's all in my plan and included in my notes in degree works.' will email the student if I have quesitons.	10/15/2025	Hugues, Julie Nicole
	Please accept Psych 5 (from Chabot) in lieu of the 243 requirement for the PS major.	10/13/2025	Hughes, William J

- I will reference the NOTES section of your Dworks
- For substitution approvals
- Clarification of missing requirements
- Advisors can add clarification and avoid future emails from me!
- They are a great reference for me & you!

Ready? Set. Apply!

Do your prep work now

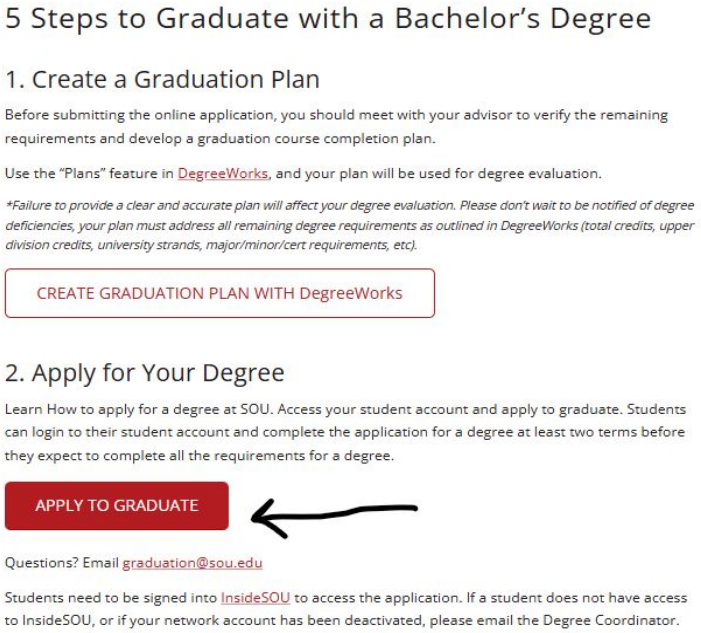
Mark your calendar - Apply during the priority windows

Submit ALL applications at the same time (BS $85 + cert ($10 each) = 2 or more applications - depending on # of degrees)

App fees are automatically applied to your student account

Application collects diploma name & address

- Legal name change required for last name changes



5 Steps to Graduate with a Bachelor's Degree

1. Create a Graduation Plan

Before submitting the online application, you should meet with your advisor to verify the remaining requirements and develop a graduation course completion plan.

Use the "Plans" feature in DegreeWorks, and your plan will be used for degree evaluation.

**Failure to provide a clear and accurate plan will affect your degree evaluation. Please don't wait to be notified of degree deficiencies, your plan must address all remaining degree requirements as outlined in DegreeWorks (total credits, upper division credits, university strands, major/minor/cert requirements, etc).*

CREATE GRADUATION PLAN WITH DegreeWorks

2. Apply for Your Degree

Learn How to apply for a degree at SOU. Access your student account and apply to graduate. Students can login to their student account and complete the application for a degree at least two terms before they expect to complete all the requirements for a degree.

APPLY TO GRADUATE

Questions? Email graduation@sou.edu

Students need to be signed into InsideSOU to access the application. If a student does not have access to InsideSOU, or if your network account has been deactivated, please email the Degree Coordinator.

How to avoid processing delays

Have a thorough course plan in Degreeworks - make sure it's named "GRADUATION PLAN" so I know which one to go to

Make sure plan will resolve 180 credits, 60 UD credits, GE, major, minor and cert

Apply during the priority window - start planning now!

If I have to stop and question your plan,

your curriculum or how you will resolve incomplete or missing requirements,

then your application gets put on hold & approvals will be delayed

**** you don't need to submit a new application, just reply to my email for clarification****



There is one of me

vs.

1000+ applications per year

Don’t wait for me to find degree problems!

A. Due to the volume of spring applications it can take 5-6 weeks to go through each application, and review each graduation course plan. = Apply during the priority window

B. Be pro-active and do not wait to be alerted of incorrect or missing information (otherwise you may not have time to fix your registration).

C. Work with your advisors to ensure your graduation plan will meet all missing requirements for your degree.

REPEATS = be CAREFUL!

- Courses are NOT repeatable for credit unless stated in the course description
- The planner tool will not “catch” duplicate repeat courses and will give incorrect audits *(especially when you have past terms in the plan)*
- Always watch for (R) next to registered for current & future registered classes
    - Degreeworks should exclude repeat registered courses **BUT not always**
- Repeating classes = risk of incorrect credit totals and credits might change after grades are posted.

It’s a BUMMER when it affects your ability to graduate

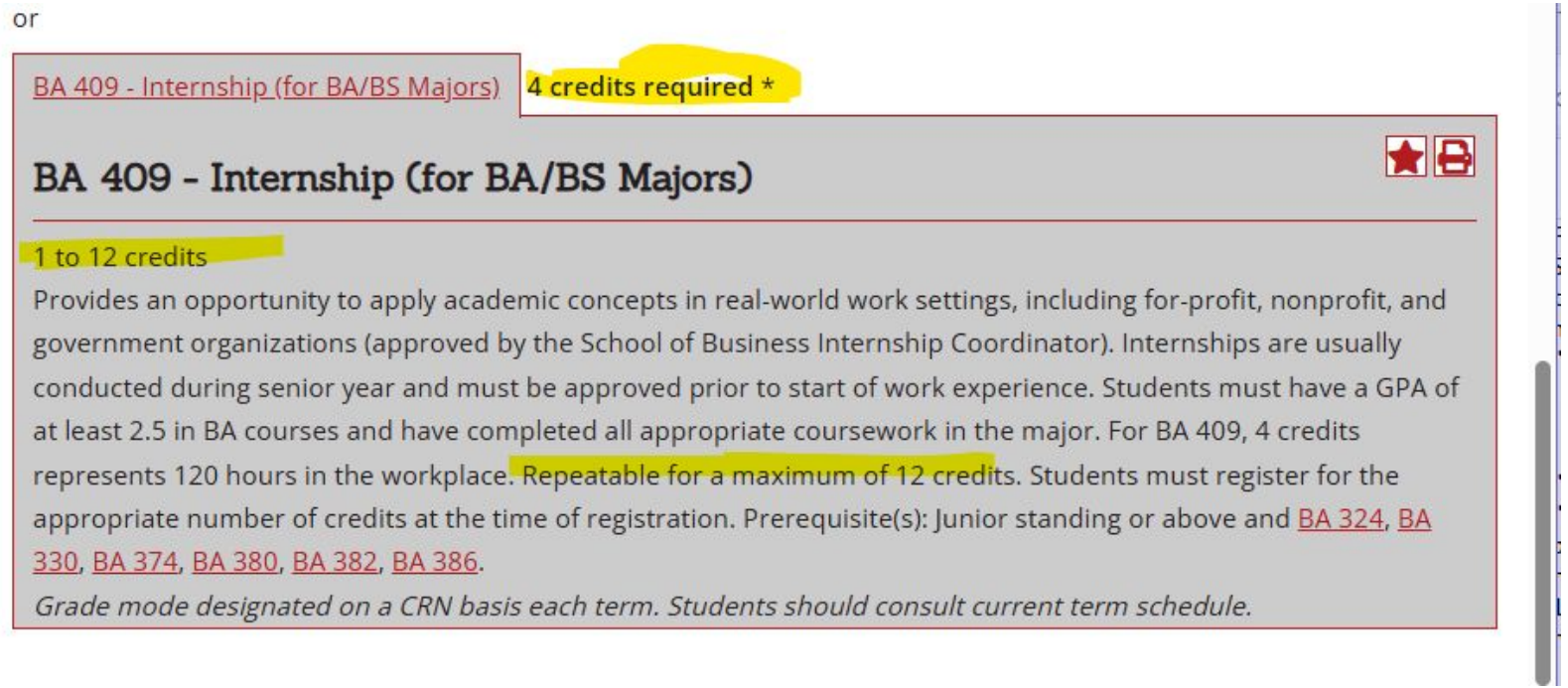
Check Credits & Grade Mode

- Use Caution with variable credits (1-18 credits)
  - Check accurate credit amounts per course in the Planner
  - Always check registration credits vs. course requirement
    - (eg. 1 cr BA 409 vs. 4 credits)

- P/NP grades - usually do not count towards your major

- Always look at Degreeworks after you register and after grades are posted!

Course Description in the Catalog is very detailed!



or

BA 409 - Internship (for BA/BS Majors) 4 credits required *

BA 409 - Internship (for BA/BS Majors)

1 to 12 credits

Provides an opportunity to apply academic concepts in real-world work settings, including for-profit, nonprofit, and government organizations (approved by the School of Business Internship Coordinator). Internships are usually conducted during senior year and must be approved prior to start of work experience. Students must have a GPA of at least 2.5 in BA courses and have completed all appropriate coursework in the major. For BA 409, 4 credits represents 120 hours in the workplace. Repeatable for a maximum of 12 credits. Students must register for the appropriate number of credits at the time of registration. Prerequisite(s): Junior standing or above and BA 324, BA 330, BA 374, BA 380, BA 382, BA 386.

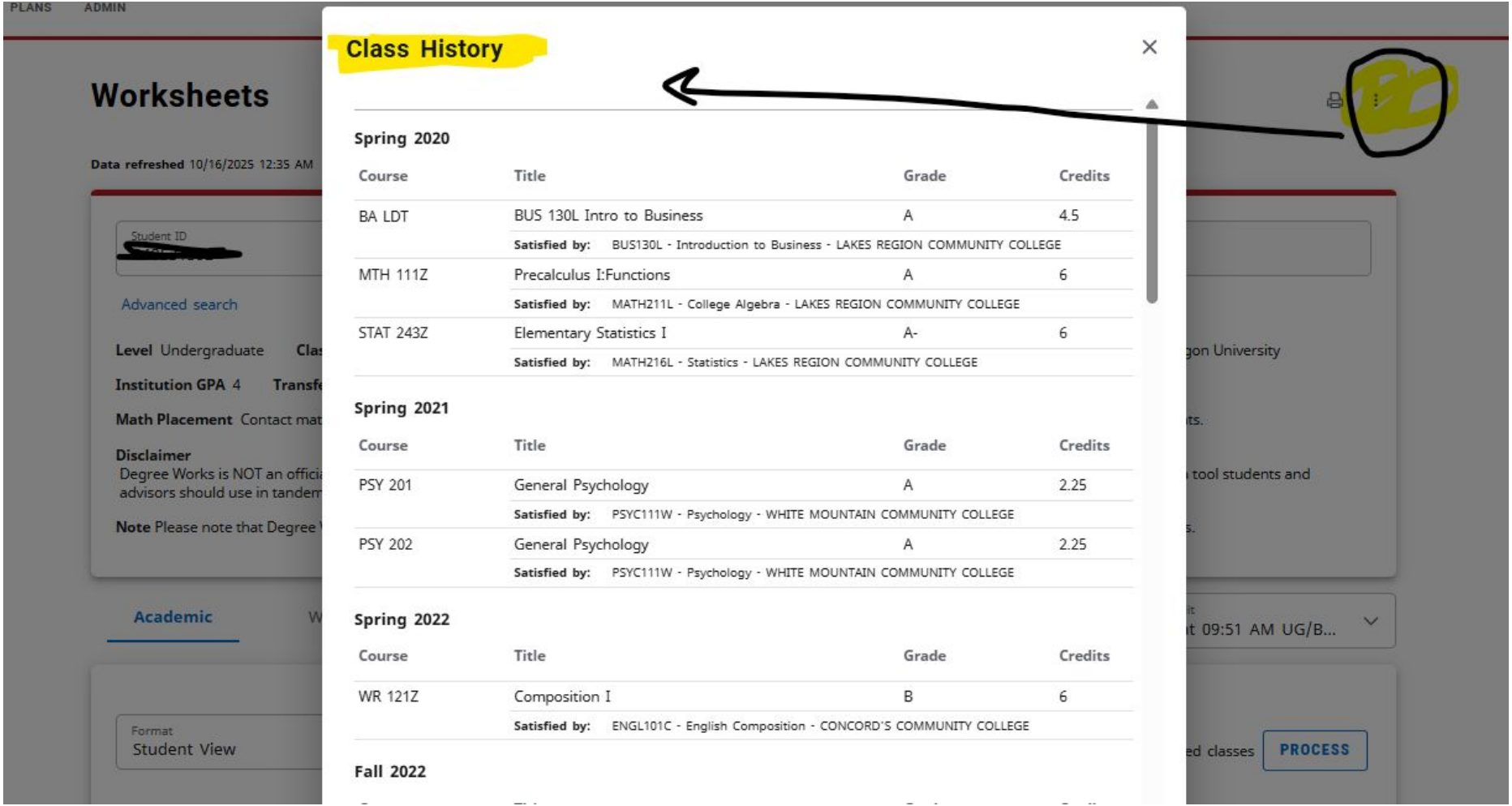
Grade mode designated on a CRN basis each term. Students should consult current term schedule.

Reference your major in the catalog in conjunction with Degreeworks

Know your course history!

This is your degree! We need you to be an expert in what classes you've completed, what your missing requirements are

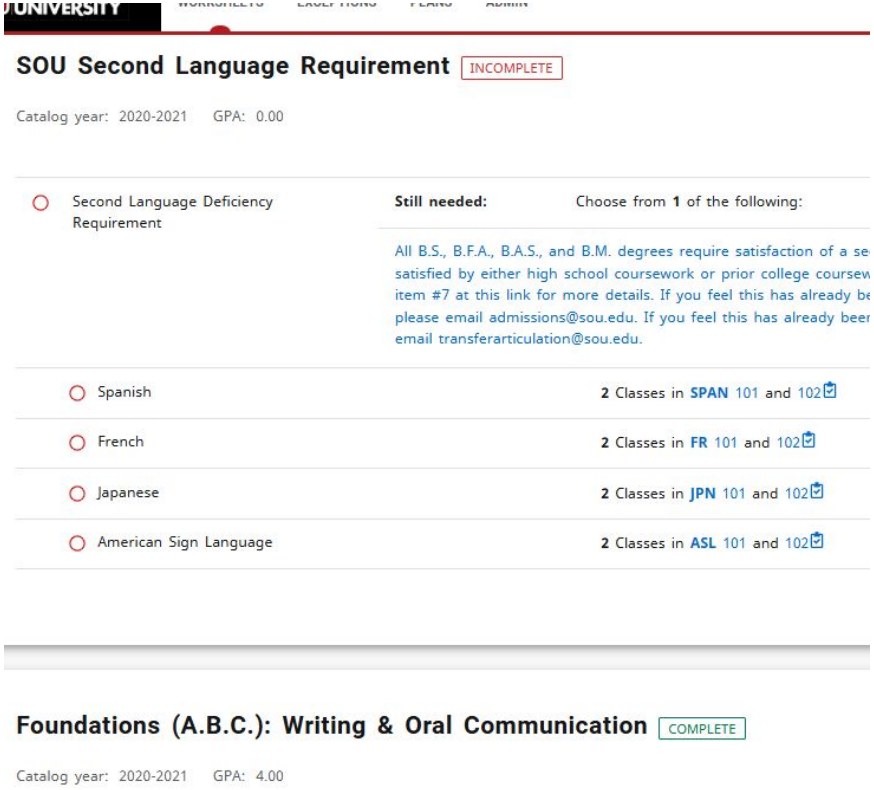
- Check for course renumbering issues - psy 201 vs psy 201z etc
- Be careful not to repeat a class at SOU that you earned transfer credit for
- General Education - Degreeworks is NOT perfect in applying GE classes
  - Check your course history and work with advisors as needed to swap assigned classes
  - Single Subject Prefix --- Each class must have a different prefix for each GE capacity
    - Ex. cannot have two BA classes, even if they are 200/400 level
  - UD GE classes - cannot share a prefix with lower division class prefix


PLANS
ADMIN
Worksheets
Data refreshed 10/16/2025 12:35 AM
Student ID
Advanced search
Level Undergraduate
Institution GPA 4
Math Placement Contact mat
Disclaimer
Degree Works is NOT an offici
advisors should use in tandem
Note Please note that Degree
Academic
Format
Student View
PROCESS
Class History
Spring 2020
Course
Title
Grade
Credits
BA LDT
BUS 130L Intro to Business
A
4.5
Satisfied by: BUS130L - Introduction to Business - LAKES REGION COMMUNITY COLLEGE
MTH 111Z
Precalculus I:Functions
A
6
Satisfied by: MATH211L - College Algebra - LAKES REGION COMMUNITY COLLEGE
STAT 243Z
Elementary Statistics I
A-
6
Satisfied by: MATH216L - Statistics - LAKES REGION COMMUNITY COLLEGE
Spring 2021
Course
Title
Grade
Credits
PSY 201
General Psychology
A
2.25
Satisfied by: PSYC111W - Psychology - WHITE MOUNTAIN COMMUNITY COLLEGE
PSY 202
General Psychology
A
2.25
Satisfied by: PSYC111W - Psychology - WHITE MOUNTAIN COMMUNITY COLLEGE
Spring 2022
Course
Title
Grade
Credits
WR 121Z
Composition I
B
6
Satisfied by: ENGL101C - English Composition - CONCORD'S COMMUNITY COLLEGE
Fall 2022

DFL = deficient foreign language

If you see this alert in your Degreeworks, you must:

1. Submit HS transcripts to SOU Admissions
   OR
2. Complete 2 college level 101/102 language courses
3. It will be a barrier to graduation



GPA requirements

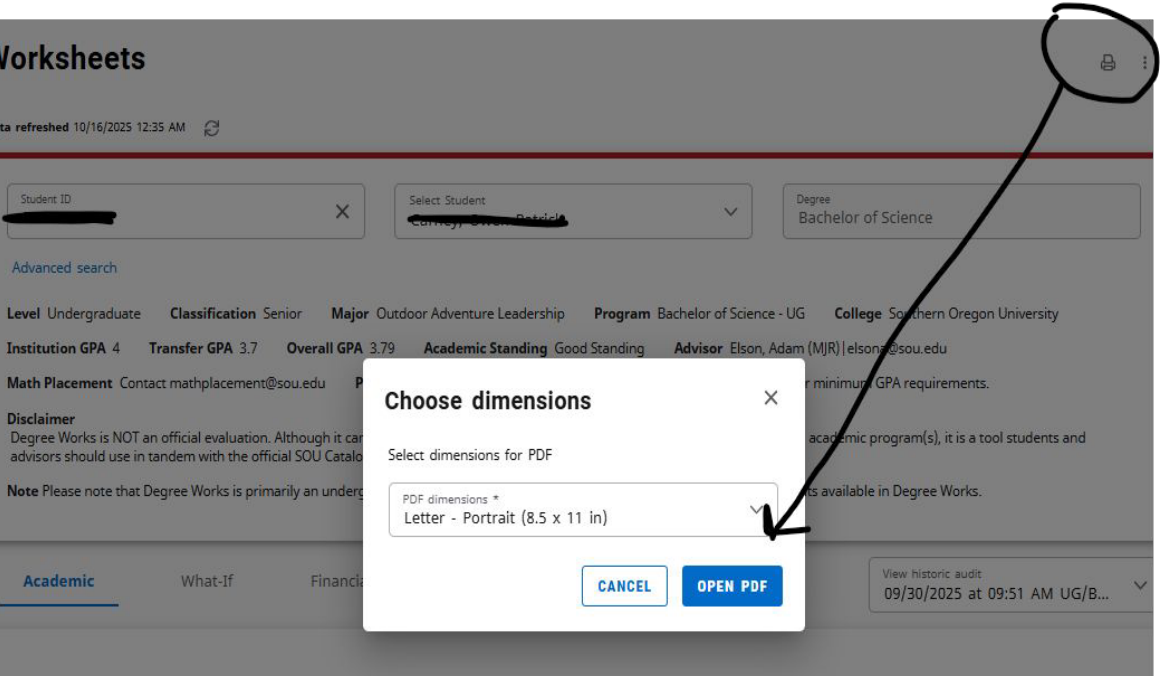
They can vary! Know GPA requirements for language, BS math/logic, major, cert, etc

Double Check! Degreeworks may not be clear, but your catalog for your major and cert should be

Examples:
BS math /logic require C- or higher
Most Certs require C or higher grade - but not all!
Most majors have a GPA and minimum grade requirement
Check the catalog!

Deficient GPA = I cannot award your degree

START saving Degreeworks PDF's





Save BEFORE & AFTERS

- After grades
- Each term with Registration

Degreeworks can SHUFFLE courses!!

- Your pdf can help figure out what changed!

Finishing over the Summer ??

- Yes you can walk in June ceremony, but ….
- Must be registered in Summer courses to demonstrate you will finish
- Apply for a Summer degree, not spring
  - your graduation term is Summer if that is when you will finish ALL requirements
- All incompletes must be resolved before you can graduate
- Please don’t be a statistic! 35% of summer degrees do not finish in Summer

Commencement Ceremony

Let's celebrate your accomplishments!

Eligibility is based on this academic year
(Fall 2025 -Summer 2026)

Share the website with Family & Friends!
https://sou.edu/student-services/enrollment/commencement/

- *No tickets, no limits on guests, no rsvp!*



Walking doesn't guarantee completion …
always check your grades AND SOU email over the summer *(or after final term)!*

Institutional Honors

Honors at Commencement:

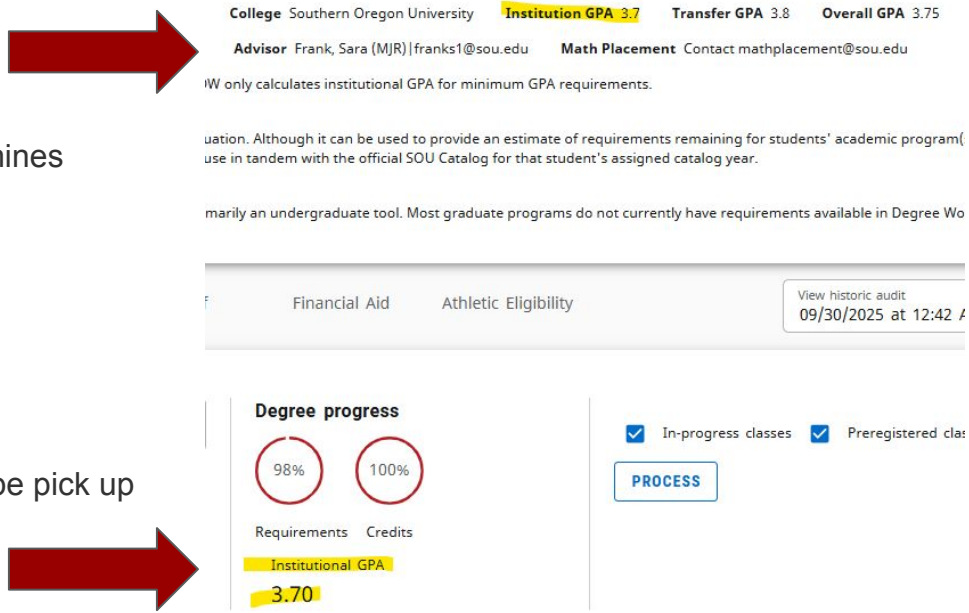
The SOU Institutional GPA at the end of Winter term determines eligibility for honors cords and recognition in the program:

Cum Laude: 3.50 to 3.74
Magna Cum Laude: 3.75 to 3.89
Summa Cum Laude: 3.90 to 4.00

You will be notified in mid May if you are eligible; there will be pick up available on campus or at the ceremony

Honors on Transcripts & Diploma:

The Institutional GPA after final term of courses determines the final and official GPA to appear on transcripts and diploma.



The degree is awarded!!!.....



SOUTHERN OREGON UNIVERSITY

ASHLAND, OREGON

The Trustees of the University, by virtue of the authority vested in them by law, and on recommendation of the University Faculty, has conferred on

[redacted]

the degree of

Bachelor of Arts in Writing

Magna Cum Laude

with all the Rights and Privileges appertaining to that degree.

In Testimony whereof we have subscribed our names and impressed the seal of the University on the diploma at Ashland, Oregon, the twelfth day of June, two thousand and four.

Dr. Richard Bailey
President of Southern Oregon University

Dr. Carol Shilling, Provost and Vice President for Academic and Student Affairs

Sheila Clough, MBA
Chair of the Board of Trustees



- CERTS and UG/GR degrees receive a diploma
- Degree type & major only
- No minors, no concentrations on diplomas
- Micro Credentials are digital only; no physical diploma
- All diploma questions to me!

Important Dates in 2025/2026

Spring App: December 23, 2025 **-** processed in the order received!

Summer grad application: apply on March 9th, 2026



Regalia Available @ Bookstore:
1st day of Spring term
can order online AND yes you can decorate your cap!

Grad Fair with Josten's @ Bookstore: Mid April
- get your graduation announcements, class rings,

May 1st deadline:
- applications received after 5/1 will **not** be list in the commencement program
- submit any name changes to graduation@sou.edu prior to this date

Honor Cords: May 15th - June 11th

Final Thoughts….

- **It's your responsibility to understand & finish your degree requirements**
  Monitor your DegreeWorks (on the regular!)
  - Check after you add/drop classes
  - After grades are posted
  - View IP courses and credits to see where classes are applying
  - Save PDF audits

- **Contact advisors if there are missing classes in your major, minor or cert**
  - To ensure your curriculum is correct BEFORE you apply
  - To review your winter/spring course plan
  - To understand missing requirements in your Degreeworks

- **Successfully complete your last classes**
  - (passing grades, major gpa requirements, no I,E or M grades!!)



DON’T GIVE UP - YOU ARE CLOSE TO THE FINISH LINE!!