Let’s Talk Graduation!!

Goals for today:

We will answer the following questions:

- Setting Expectations around the application process
- Approved vs. Deficient Applications
- Decoding DegreeWorks
- Curriculum Changes - adding/removing minor or CERT
- 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!

Meet the graduation team

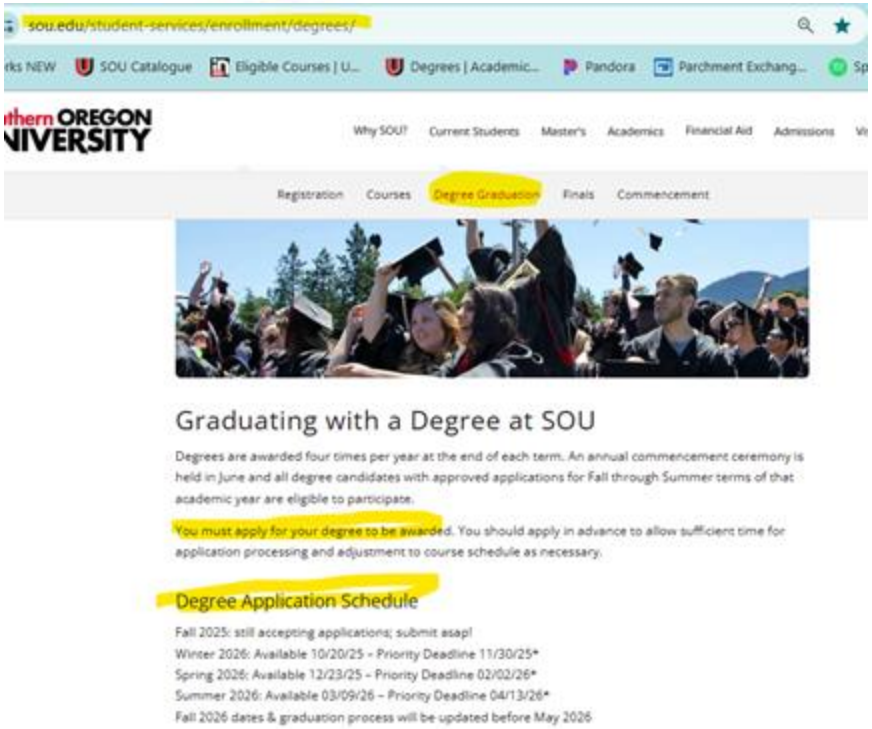
We can be reached at graduation@sou.edu *(don't use our personal emails)*

** **We are not academic advisors** **

Kindly direct all degreeworks & registration questions to advisors and cc graduation@sou.edu if needed.

Find the Degrees Webpage

… and read it *(please)!*



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

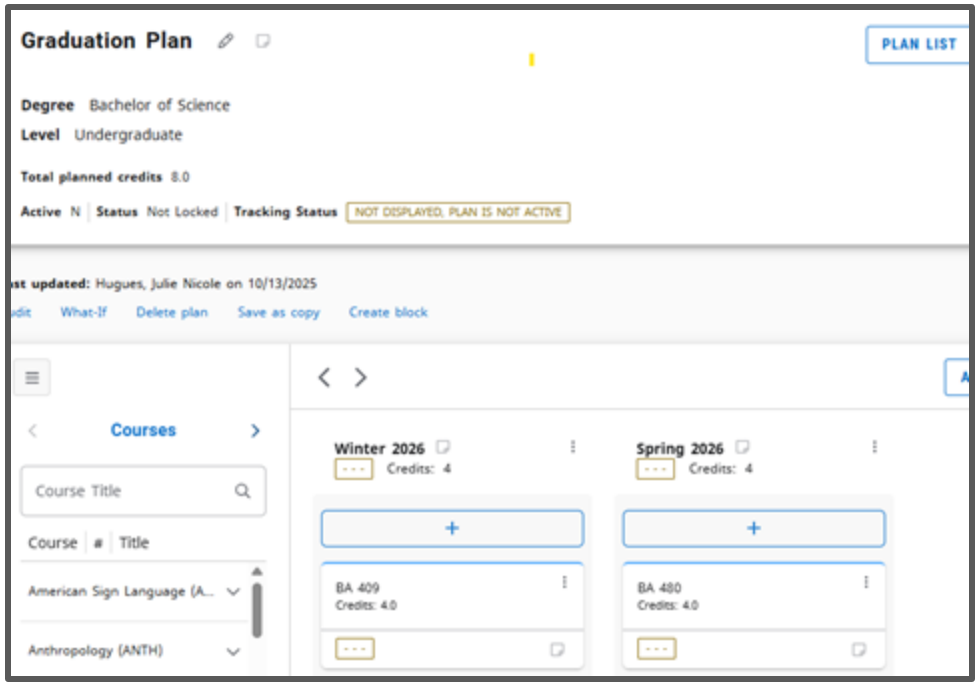
Still Accepting Winter & Spring Apps

Summer 2026 opens 3/9/26

Steps to graduate
Degree evaluation * Diploma * Honors

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

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

NEED EXACT CLASSES …

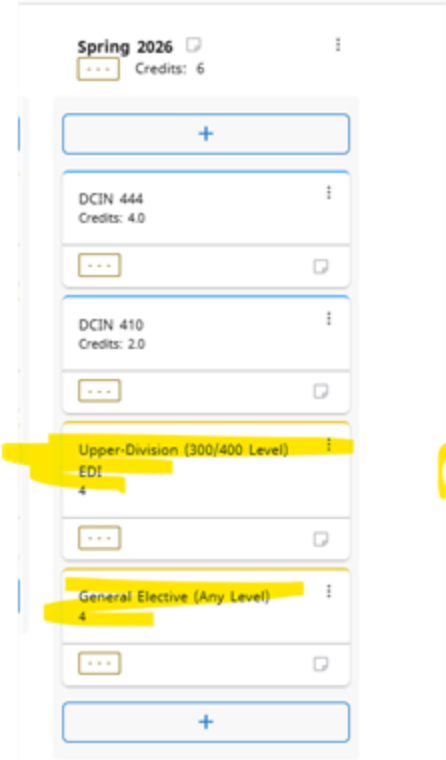
no placeholders for final term = incomplete audit

Bachelor of Fine Arts Degree INCOMPLETE

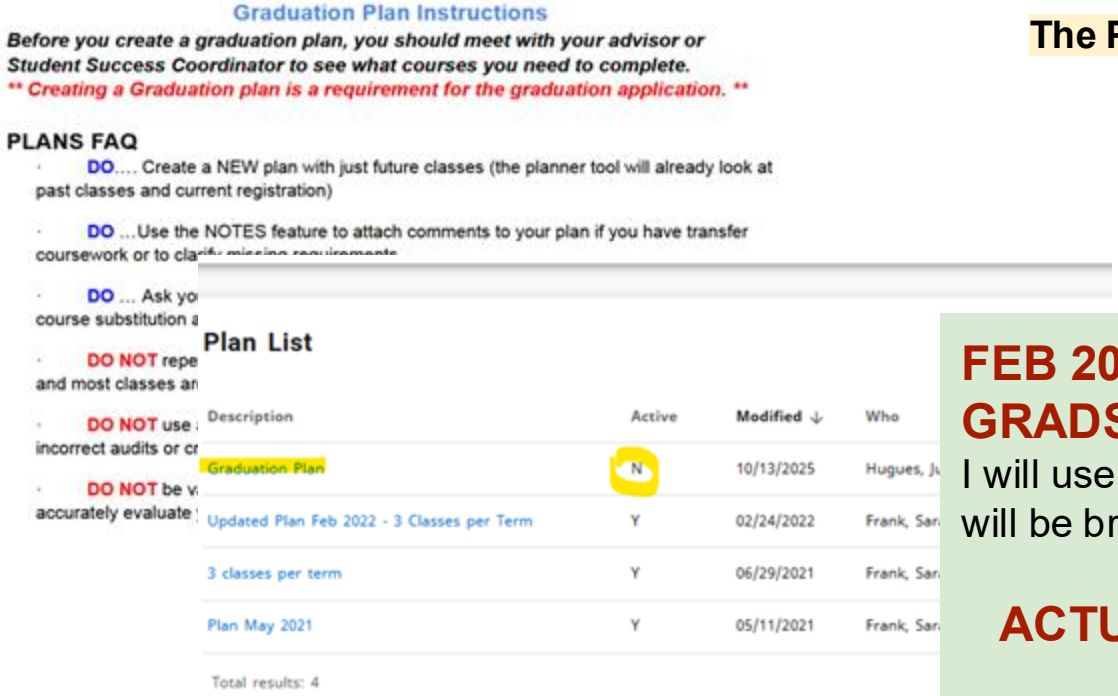
Credits required: 180 Credits applied: 166 Catalog year: 2023-2024 GPA: 3.45

In-progress (IP) credits are included in Overall Credits and Work in Residence requirements.

○ Overall Credits: Minimum 180 credits required	**Still needed:**	A minimum of 180 credits is required. You currently have 166 including all *In-progress (IP)* coursework. You still need 14 credits.
✓ Work in Residence: Minimum 45 credits of last 60 taken at SOU		
✓ Minimum Institution GPA: 2.00		
○ SOU's UNIVERSITY STUDIES REQUIREMENTS		
✓ Foundations (A.B.C.): Writing & Oral Communication		
○ General Education Capacities	**Still needed:**	See General Education Core Capacities section
◐ 60 Upper Division Credits		
○ Major Requirements	**Still needed:**	See Digital Cinema Production Arts Major - BFA section
✓ Student has no minor(s) declared - No requirements to show.		



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 cla
- **DO** ... Ask yo course substitution a
- **DO NOT** repe and most classes ar
- **DO NOT** use incorrect audits or cr
- **DO NOT** be v accurately evaluate

Plan List

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

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)

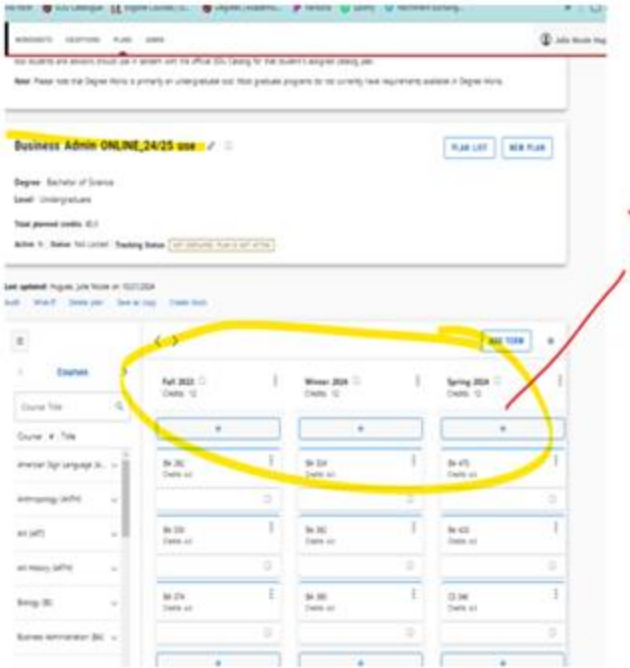
Review Plans with your Advisor BEFORE you apply!

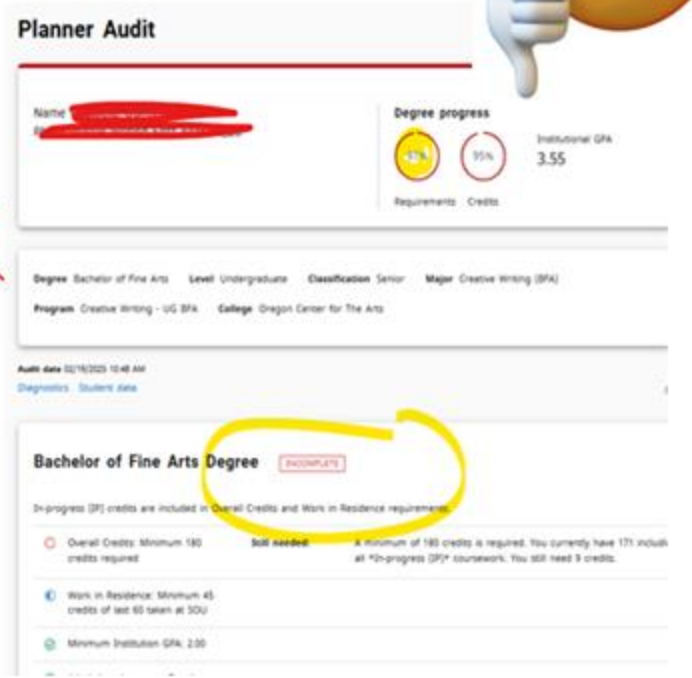
FEB 2026 ALERT TO SPRING GRADS:

I will use your actual SP26 registration. Plans will be briefly checked for notes, etc

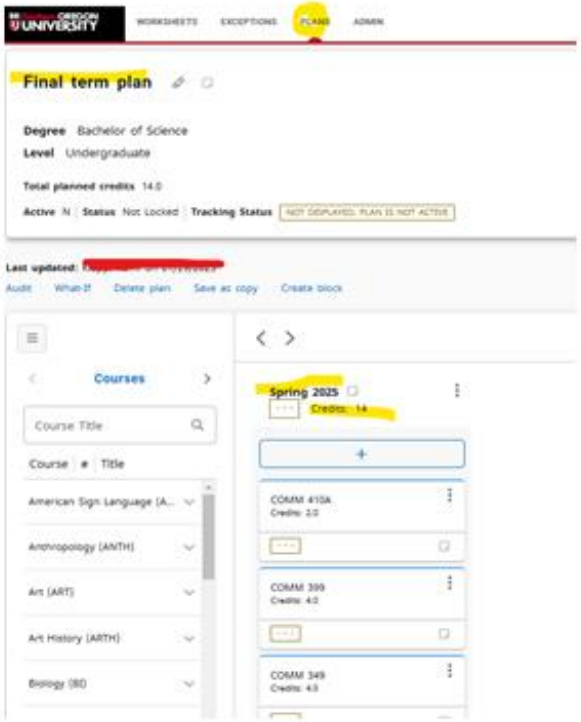
ACTUAL REGISTRATION WILL BE MORE ACCURATE

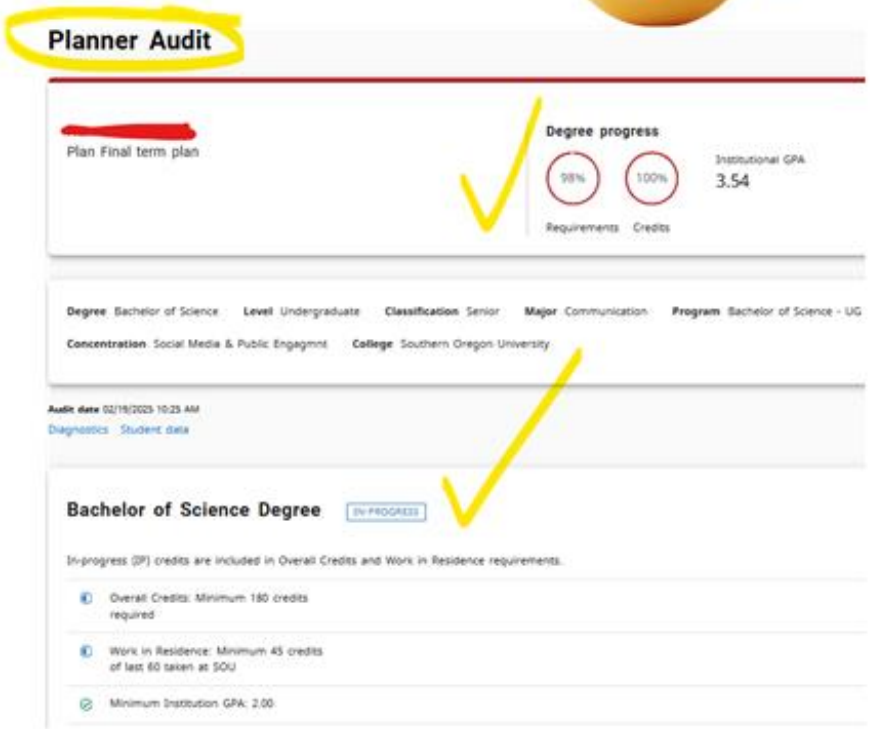
BAD PLAN ….don't do it!





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 415A
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!

- 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!
- We (Jaden or Julie) enter graduation application notes once we process your application
- They are a great reference for me & you!

Notes

Status	Description	Created on	Created by
	BA + 2 CERTS: Spring 26 Degree Application APPROVED pending registered + planned courses. On track to graduate pending the successful completion of w/sp26 classes as of Jan 23/ will check major credits & ENG 399 in Spring to ensure major credits are met. Must resolve HCS requirements.	01/23/2026	Hugues, Julie Nicole
	LIS 370 on Jane Austen will be petitioned as an English upper-division elective once [redacted] completes that course, leaving her with 2 remaining credits in this area. She will fulfill those with ENG 399.	01/23/2026	Alvarez, Alma R

Ready? Set. Apply!

Do your prep work now

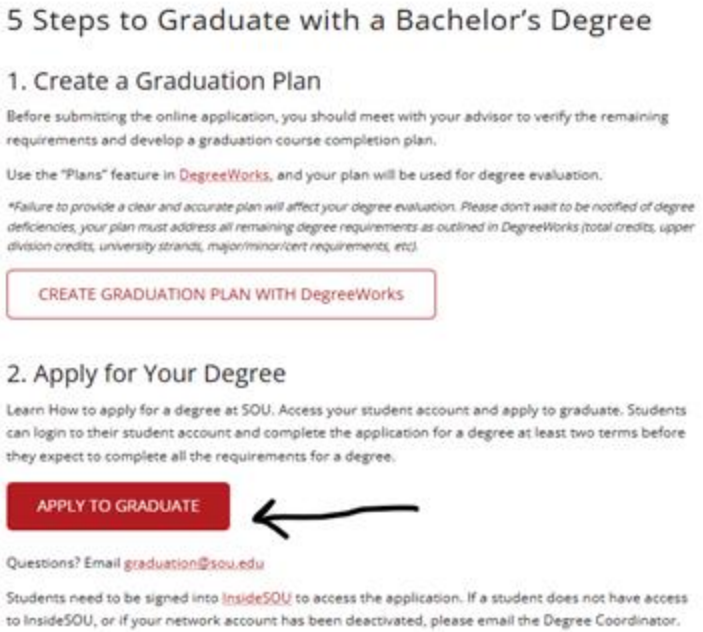
Mark your calendar - Apply during the priority windows

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" and only has FUTURE courses

Make sure plan *(or registration)* will resolve 180 total credit minimum, 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 or curriculum or how you will resolve incomplete or missing requirements, than 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.

Deficient Application Process

If your registration and/or grad plan of future courses will not complete your degree OR you are missing cert applications …

1. We document deficiencies in Degreeworks NOTE section
2. Email the student
3. Alert their major advisor via an internal deficiency tracking sheet
4. Student & Advisor must resolve deficiencies together
5. Advisor signs off on the deficiency tracking sheet
6. Graduation team will re-check the degreeworks and notes and approve if applicable

= DELAYS!

It can take weeks before we can recheck your degreeworks.

We must continue processing new applications

Approved Applications

If your registration and/or grad plan of future courses WILL COMPLETE your degree…

1. We document APPROVAL in Degreeworks NOTES section
2. Send a detailed approval email the student

= AMAZING!!

No back and forth emails, no delays, just track your progress in Degreeworks

Approval is subject to change depending on grades, registration changes, and not completing degree requirements

AGAIN….*DON'T WAIT FOR MY RESPONSE*

If your application is deficient: track your progress in Degreeworks AND work with advisors to adjust your registration as needed.

Email graduation@sou.edu when:

- You need to make curriculum changes after you've applied
- Diploma name/address changes
- Move terms or cancel graduation application
- In response to my email with questions (as applicable)

Email your Academic Advisors:

- If your degreeworks says incomplete
- If you have questions about registration
- For additional support or to schedule a meeting

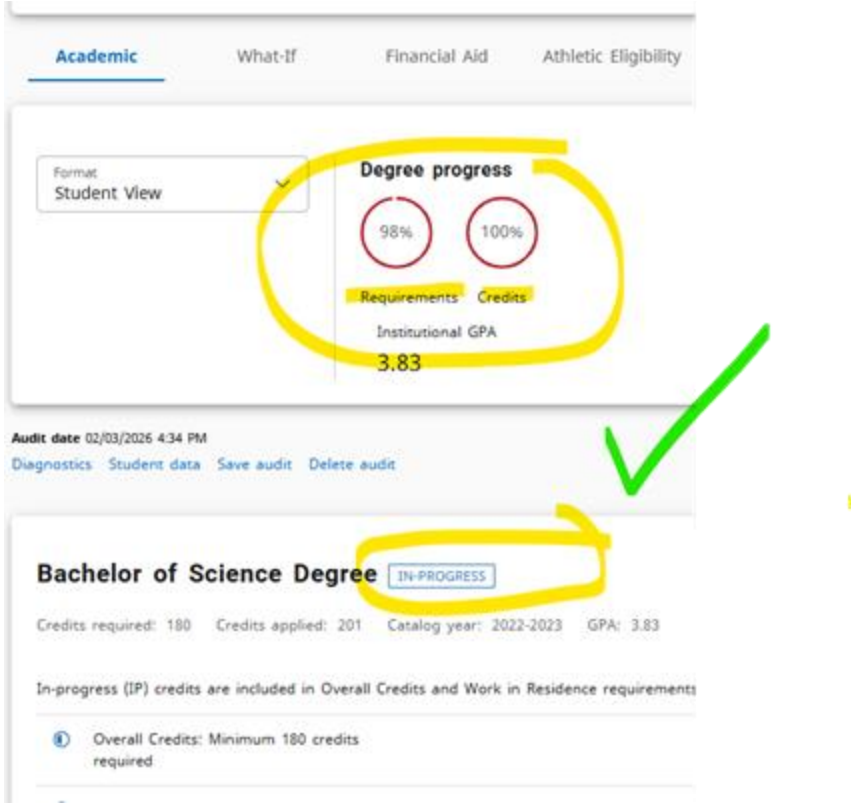
Registration Changes

We cannot track registration changes for 700+ students

You don’t need to update your grad plan after we’ve approved your application

USE registration in Degreeworks as your guide

Ask academic advisors as needed



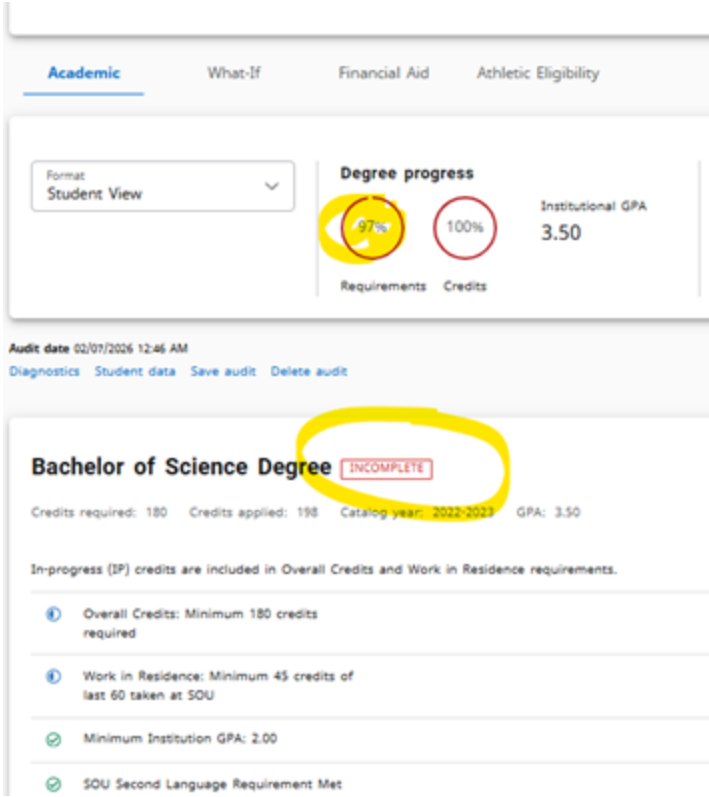
97% can still be resolved if….

You have an incomplete grade **THAT YOU WILL FINISH**

You will be submitting missing transcripts to the **SOU ADMISSIONS OFFICE**

Your major/cert **GPA will be MET** with in progress coursework

You have **approved substitutions** pending spring registration

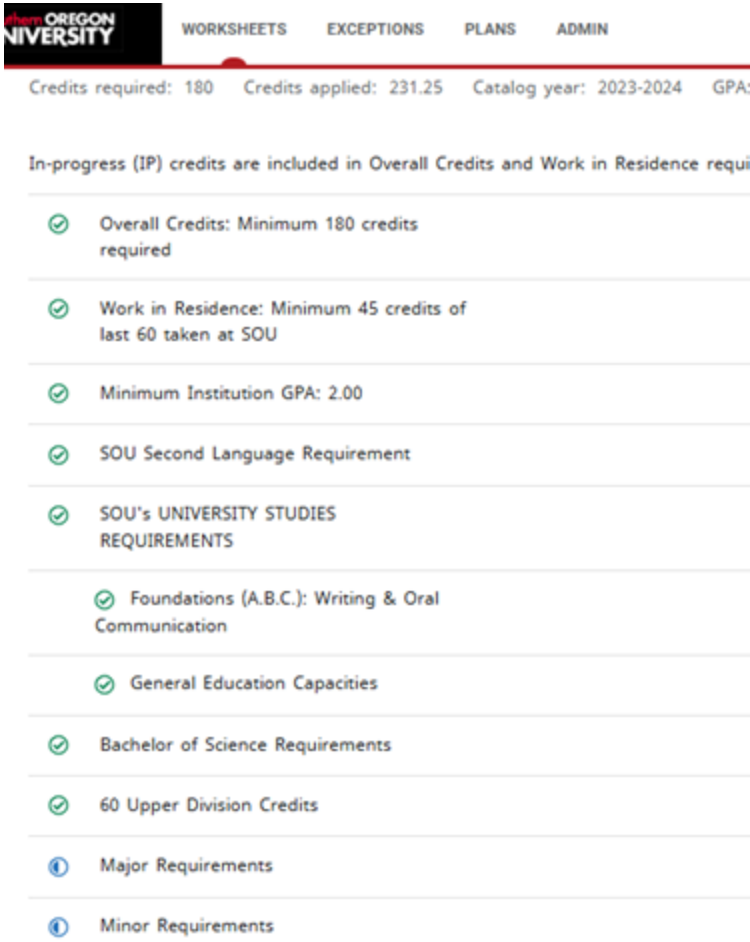


HOWEVER YOU MUST CAREFULLY MONITOR MISSING REQUIREMENTS….

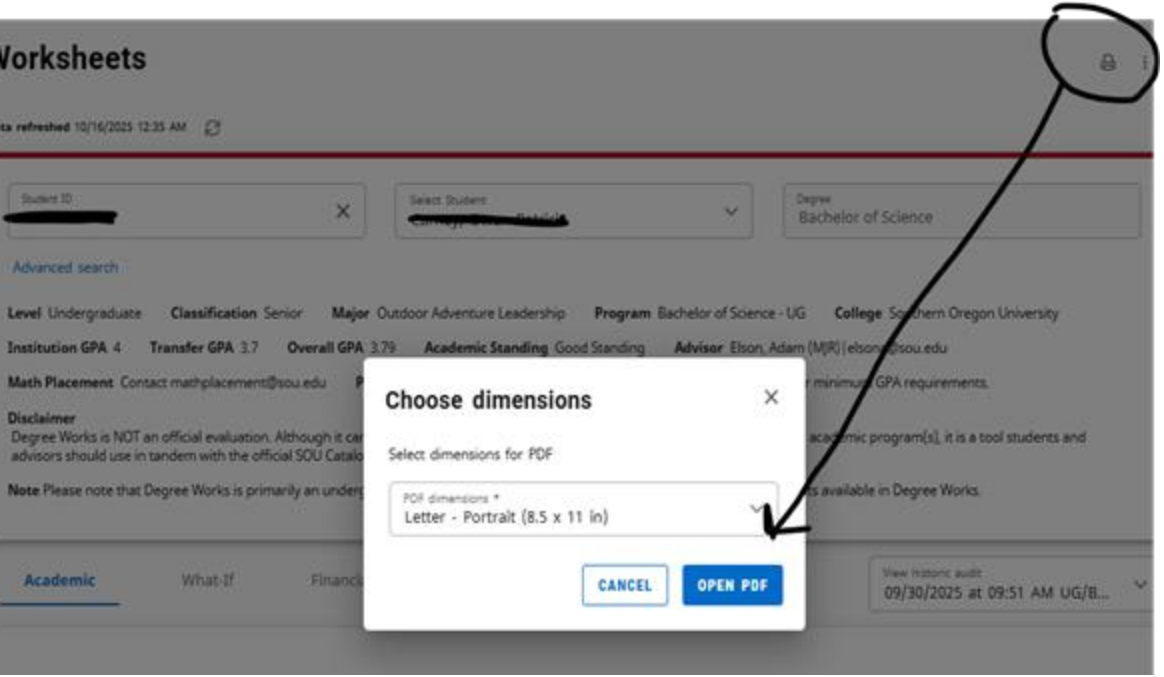
Resolve before the end of spring term otherwise ***I CANNOT AWARD YOUR DEGREE***

Check DegreeWorks

- Total Credits - minimum 180 total & 60 upper division
- General Education Capacities
  - **ONE** subject prefix per requirement. work with advisors to swap assigned classes if needed
- Check your Registration for repeats
  - 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
- If Degreeworks shows **“incomplete”** and 97% or less, then talk with your advisors!
- ***Check after registration changes***
- ***Check after grades are posted***



START saving Degreeworks PDF's



Save BEFORE & AFTERS

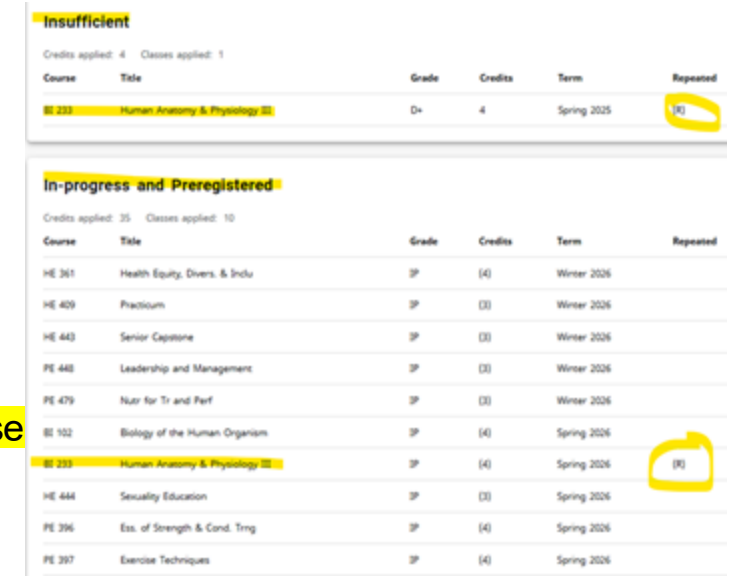
- After grades
- Each term with Registration

Degreeworks can SHUFFLE courses!!

- Your pdf can help figure out what changed!

REPEATS = be CAREFUL!

- Courses are NOT repeatable for credit unless stated in the course description
- Sometimes you need to repeat for a better grade; you cannot earn credit for both classes
- Always watch for (R) next to registered for current & future registered classes
    - Degreeworks should exclude repeat registered course **BUT not always**
- Repeating classes = **risk of incorrect credit totals** and credits *might* change after grades are posted.



Insufficient

Credits applied: 4 Classes applied: 1

Course	Title	Grade	Credits	Term	Repeated
BI 233	Human Anatomy & Physiology III	D+	4	Spring 2025	(R)

In-progress and Preregistered

Credits applied: 35 Classes applied: 10

Course	Title	Grade	Credits	Term	Repeated
HE 361	Health Equity, Divers. & Inclu	IP	(4)	Winter 2026	
HE 409	Practicum	IP	(3)	Winter 2026	
HE 443	Senior Capstone	IP	(3)	Winter 2026	
PE 448	Leadership and Management	IP	(3)	Winter 2026	
PE 479	Nutr for Tr and Perf	IP	(3)	Winter 2026	
BI 102	Biology of the Human Organism	IP	(4)	Spring 2026	
BI 233	Human Anatomy & Physiology III	IP	(4)	Spring 2026	(R)
HE 444	Sexuality Education	IP	(3)	Spring 2026	
PE 396	Ess. of Strength & Cond. Trng	IP	(4)	Spring 2026	
PE 397	Exercise Techniques	IP	(4)	Spring 2026	

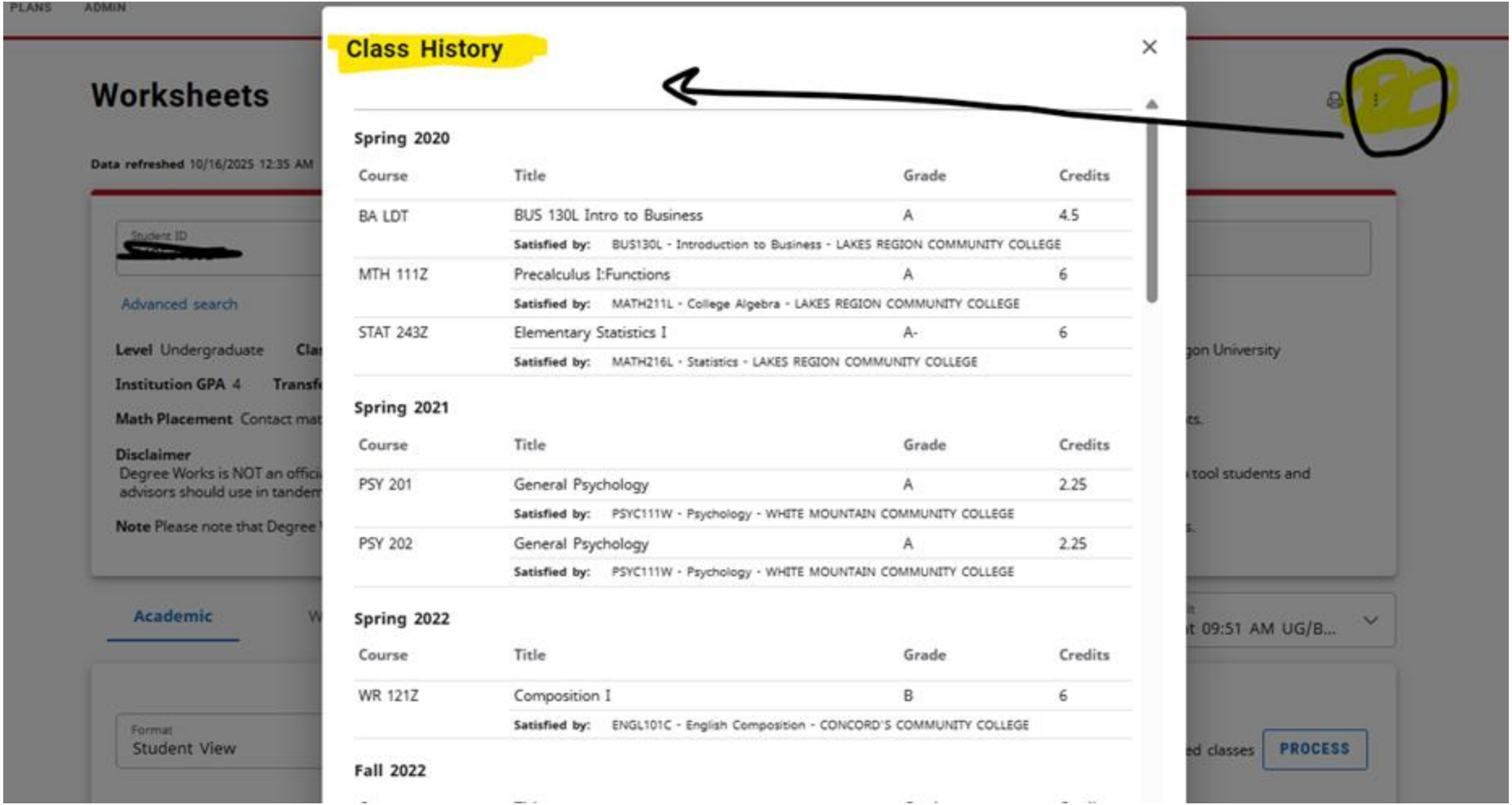
The planner audit will not “catch” duplicate repeat courses and will give incorrect audits *(especially when you have past terms in the plan);*

Check repeats when you register to ensure you will have over 180 total credits and >60 UD credits and that prev repeat is in the insufficient section

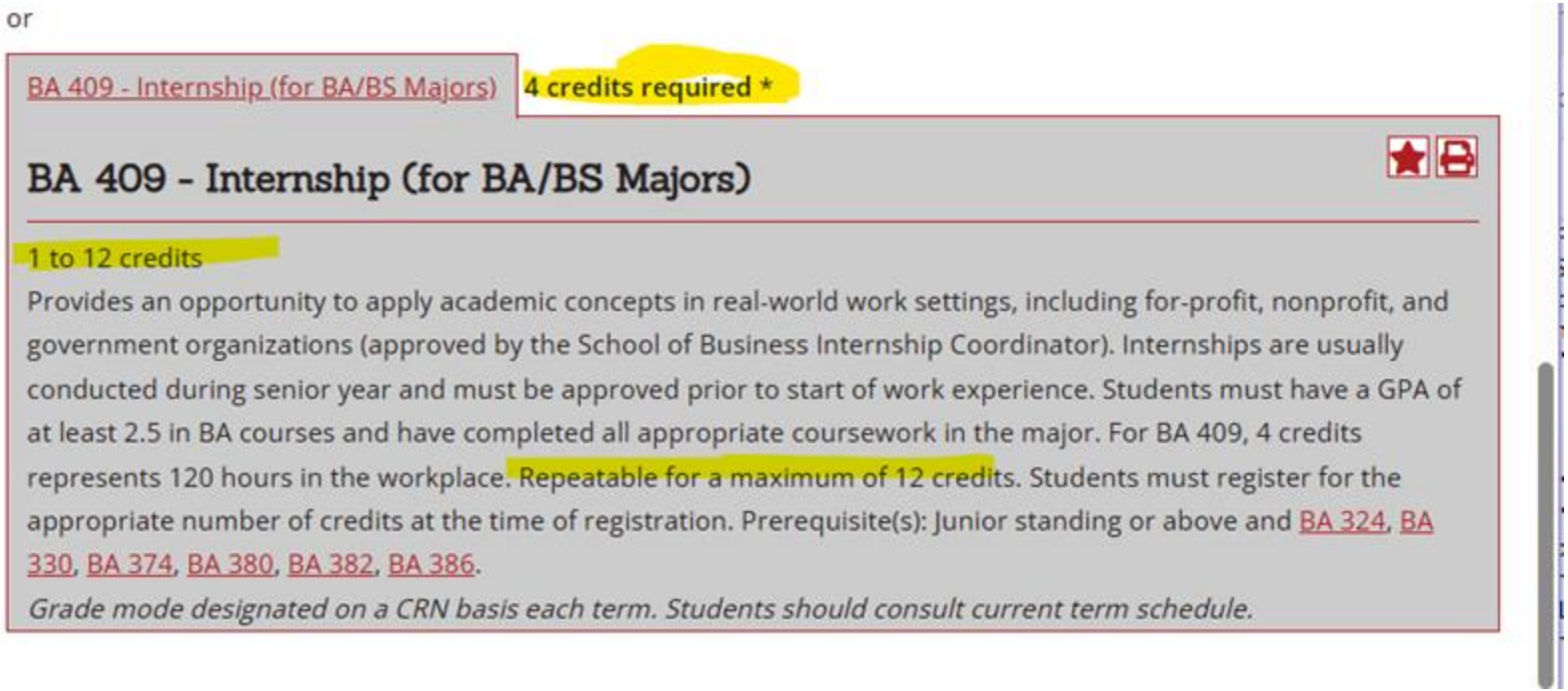
Know your course history!

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

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

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!**

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

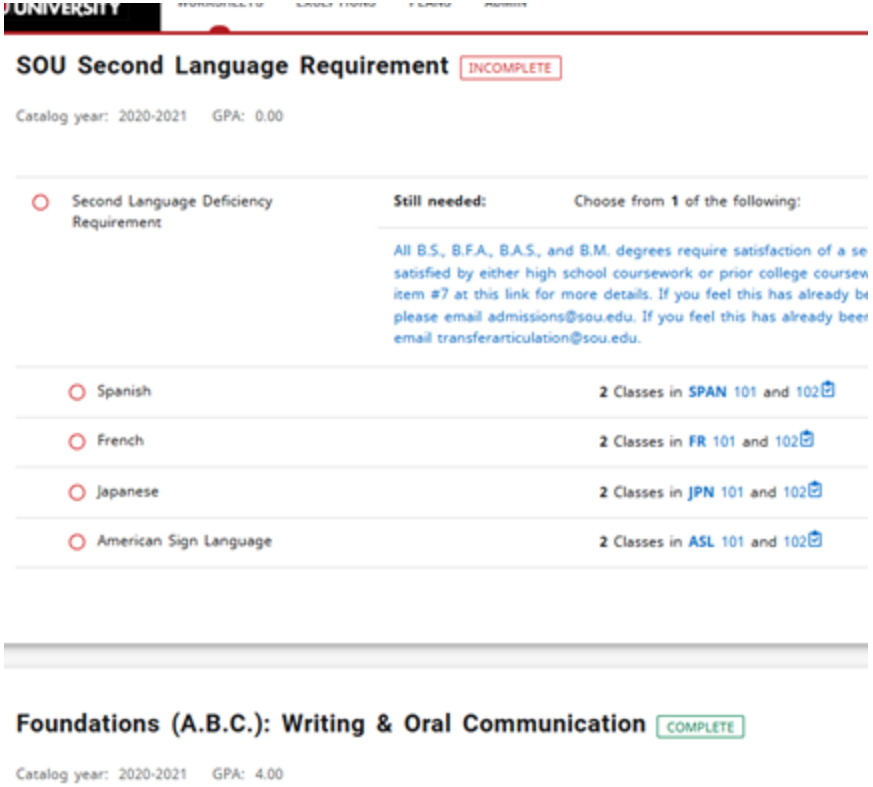
Examples:
BS math /logic require C- or higher
Most Certs require C or higher grade - but not all!
Most majors have a GPA and minimum grade requirement
Check the catalog!

Deficient GPA = I cannot award your degree

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



Curriculum Changes

- Email graduation if you need to add/remove a minor or certificate
- If you don’t see a Certificate in the application form or in Degreeworks, then it needs to be added
- Once added, I will email you to request an additional certificate application
- Advisors can enter curriculum change via our shared deficiency tracking sheet

Changes made by others WILL NOT be reflected on final transcript

*** I must ensure that all degree curriculum is consistent in ALL places ***

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 >3/9/2026**
  - your graduation term is Summer if that is when you will finish ALL requirements
- All incompletes must be resolved before you can graduate

Students finishing in Fall 2026 will have a different application process

Commencement Ceremony

Let's celebrate your accomplishments!

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

Regalia details are on the commencement website

Available at the SOU Bookstore or online with Jostens

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 your SOU email over the summer *(or after final term)!*

Diploma Name & Diploma Address changes

- Must be sent to Graduation@sou.edu before **4/27/2026** for the ceremony program and last chance is before your degree is awarded

- Can use different First & Middle names

- Last names are official record AND require formal name change form & documentation

Institutional Honors

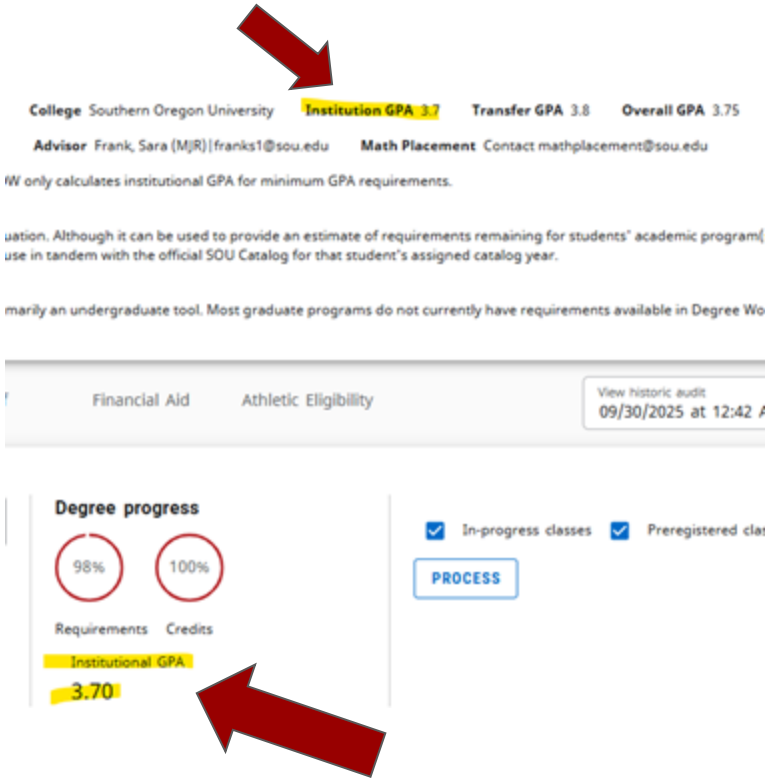
Honors at Commencement:

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

Honors on Transcripts & Diploma:

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



Based on Winter Grades

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

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. Cathy Sheldon, 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 2026

Spring App: get them in before the end of Feb! Apps are 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!

Career Fair On Campus: **4/22/2026**

Grad Fair with Josten's @ Bookstore: **4/29-30/2026**
- get your graduation announcements, class rings

FINAL CUT OFF 4/27/2026: applications received after 4/27/26 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** *(eligible students will be notified via email)*

Hello from Career Connections!

We want to celebrate your success! Please keep an eye out for the ***Post-Graduation Survey***. Whether you are launching into a career, jumping back into classes, or taking a well-deserved break, your response helps us improve support for future Raiders.

Join us at the Career Fair on **Wednesday, April 22nd from 11-1pm**! It's a great opportunity to network with employers & possibly find your future job.

As you approach graduation, we want to remind you about your lifetime access to Career Connections resources & support. Stay in touch! We're always here to help you figure out your next big move, whether it's a new job or graduate school.

Southern OREGON UNIVERSITY

Best of luck on your next chapter!

Career Connections Team
careerconnections@sou.edu
541-552-8820

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!!