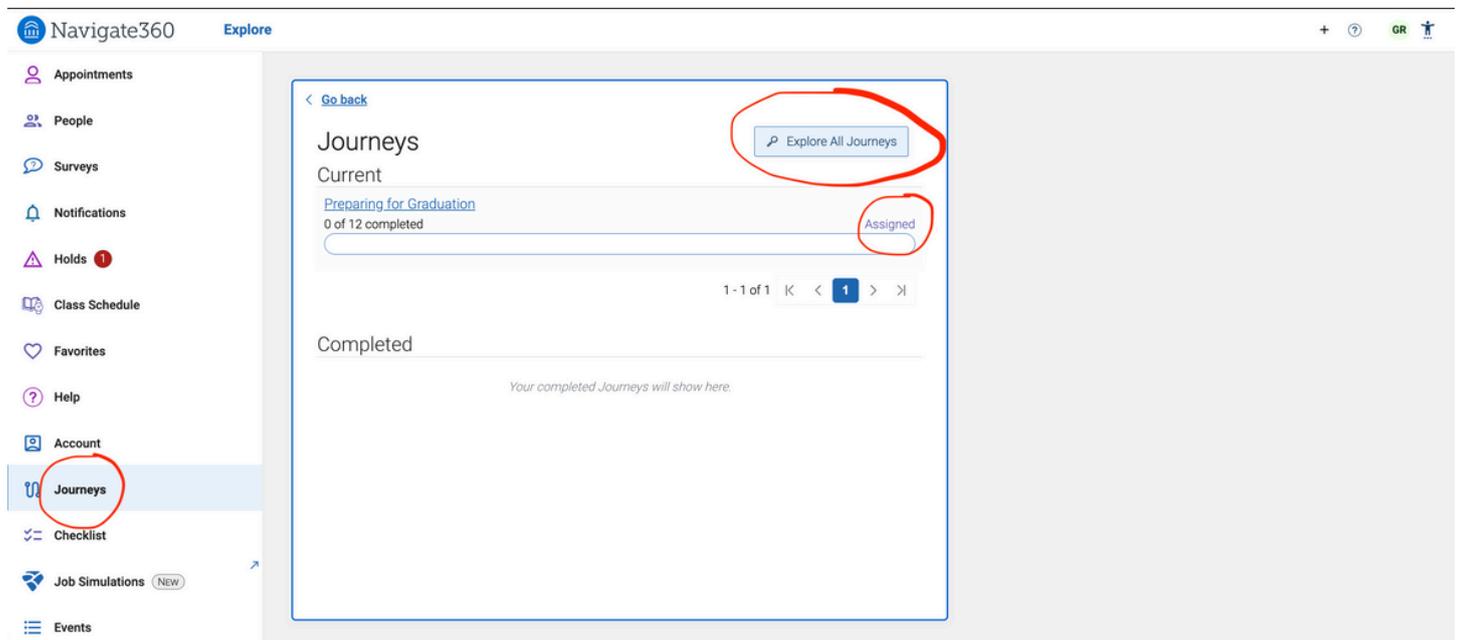
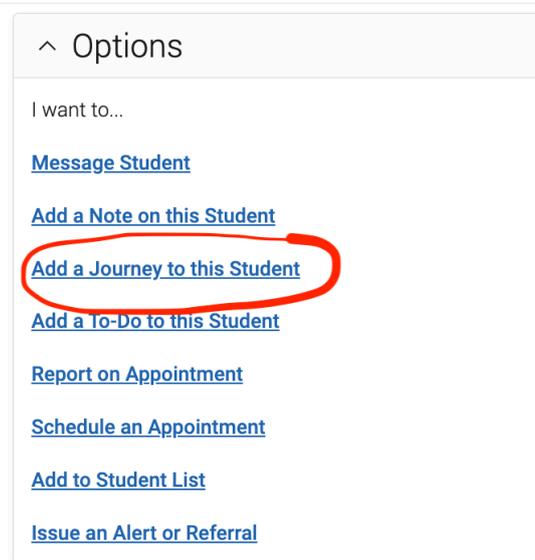


## “Preparing for Graduation” Journey: Handout for Advisors

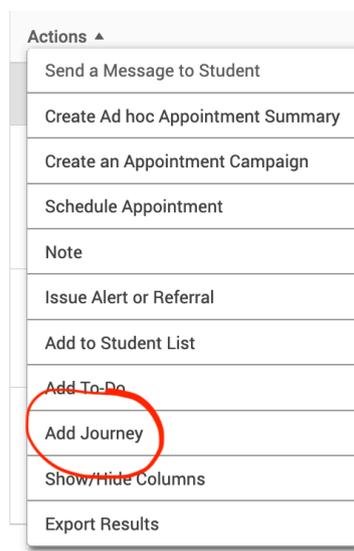
- What is a Journey?
  - From EAB: “An institution-list comprised of steps for milestones”
  - Plain language: A pre-built to-do list students can find in the Navigate app or that an advisor can assign to them
- Why did our Navigate team make a “Preparing for Graduation” Journey?
  - The Registrar already has an [institution-list](#) we could use as the basis of our content
  - Graduating is a process that confuses students
  - It’s a process advisors are often asked about in appointments leading up towards graduation
  - Students feel like they need an advising appointment to graduate, and a “Preparing for Graduation” Journey provides an easy follow-up to this appointment
  - Journeys are easy to create and edit as processes evolve
    - Only CAT administrators have access to create/edit Journeys, i.e., the Navigate team
- Who gets a “Preparing for Graduation” Journey?
  - Students can choose to assign it to themselves on the Navigate app/website by clicking Journeys → Explore All Journeys
    - If a student clicks on “Explore All Journeys,” they are able to see all published, publicly available Journeys
      - If a Journey is marked by a CAT administrator as “Staff Only,” then the Journey can only be assigned by staff and will not appear in the Catalog



- Staff can assign a Journey to a student
  - Individually: On a student’s profile, by clicking on “Add a Journey to this Student,” on right-hand side



- Bulk: Via a search or a report, by running a search or report → Actions → Add Journey

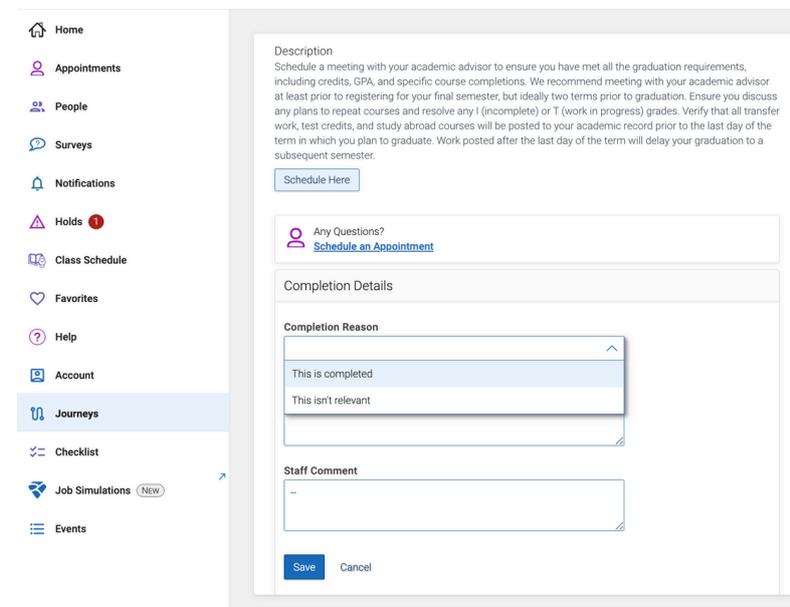


- Students are notified when they are assigned a Journey. These appear as “Notifications” on their Navigate profile, and they may receive an email if they have enabled them
- Staff can review a student’s Journeys by going to the student’s profile → “Journeys” tab



- Academic leadership can run a “Journeys” report to see who has been assigned Journeys, the steps completed, etc.
- The Navigate team’s creation process: Pulled ideas from [Journeys Starter Pack](#), the [Registrar’s checklist](#), and Maddie’s own experience as an academic advisor
  - Reviewed by the Registrar, Liz (AASC), and Eccles School peer advisor George (student perspective)

- Important note: This Journey is **NOT required for you or your students to use**. Should you assign a Journey to a student, it is **NOT required for you to check on the Journey**. Think of a Journey as a handout – you can give a handout to a student or not, and should you give a student a handout, now it’s up to them to use it or not.
  - I see the following use case: A student is in your office and wants to talk about graduation. You answer their questions and explain that there’s a Journey for graduation they might find useful. You can assign it to them then and there or afterwards as part of your notes process, like when you use Navigate’s referral process
- The “Preparing for Graduation” Journey contains the following 12 steps, below
  - Each step is clickable, which expands it; most also contain links. Students can mark steps as completed or irrelevant, as well as leave comments, which staff are able to respond back to on the student’s Journey tab.
    - There is no way to review students’ Journey comments in bulk; you must visit a student’s Journey tab → View Journey Details



Description on Navigate app/website that student sees: Graduating soon? Graduation is not just showing up on graduation day! Follow these steps to ensure you are well-prepared for commencement and the transition to your post-collegiate life. Please note you do NOT have to complete this Journey in order to graduate, this is just a set of steps to help you prepare.

1. Verify your degree is correct: 2 terms prior to graduation: Double-check that your degree will be correct. You may view your degree through the Campus Information Services by clicking on the “Academic Records” tile, then navigating to “Drop Major” on the left - just don't actually drop your major. Alternatively, you can run a degree audit. Verify your: major(s), emphases, minor(s) and catalog year(s) are accurate. The most common errors are (1) you are listed as graduating with an Honors degree, but you are not actually intending to graduate with an Honors degree, and/or (2) a minor is listed incorrectly. Should you have any questions about your declaration(s), an academic advisor can assist.

2. Review your degree audit: 2 terms prior to graduation: Verify your degree audit report to ensure all academic requirements and discrepancies are addressed. Reach out to your academic advisor with questions or concerns about your degree audit. Links to: <https://degreeaudit.utah.edu/audits.php>.

3. Meet with an academic advisor: 2 terms prior to graduation: Schedule a meeting with your academic advisor to ensure you have met all the graduation requirements, including credits, GPA, and specific course completions. We recommend meeting with your academic advisor at least prior to registering for your final semester, but ideally two terms prior to graduation. Ensure you discuss any plans to repeat courses and resolve any I (incomplete) or T (work in progress) grades. Verify that all transfer work, test credits, and study abroad courses will be posted to your academic record prior to the last day of the term in which you plan to graduate. Work posted after the last day of the term will delay your graduation to a subsequent semester. Links to: Navigate scheduler (internal to Journey).

4. Meet with a career coach: 2 terms prior to graduation: Your career coach can provide personalized guidance for job hunting, interviewing, negotiation, and more. Schedule a meeting with your career coach to game plan for post-graduation success. Links to: Navigate scheduler (internal to Journey).

5. Apply for graduation: Prior to graduation term due date: Complete and submit the mandatory graduation application form by the deadline. Please note this is not an RSVP to the commencement ceremony. Rather, you are signaling to the U that you will be done with your degree requirements in the semester you indicate. If you do not apply for graduation, you cannot graduate, i.e., be awarded your diploma and recognized as a graduate of the U. Should you miss the deadline to apply for graduation, you can apply late (which involves paying a late fee to the Registrar), as long as it's before the semester is over, or apply for graduation in a future semester. For additional graduation application questions, please contact the Registrar, Degree Audit & Graduation division. Links to: <https://registrar.utah.edu/handbook/undergradgraduation.php>.

6. Flag changes to the Registrar: After applying for graduation: Communicate (from your Umail account) any changes to your plans to graduate to [graduation@utah.edu](mailto:graduation@utah.edu).

7. Check your holds: During your final semester: Check your account for any outstanding holds (particularly library fees, tuition, and parking tickets) and settle them to avoid any holds on your diploma or transcripts. You may view your hold(s) through the Campus Information Services by clicking on "Tasks" on your Student Homepage. If you want to learn more about a hold on your account, you can click on the hyperlinked "code" to the left of the hold.

8. Order your cap and gown: During your final semester: Order your graduation regalia, including cap and gown, in time for commencement. Preordering online through the U Campus Store is the best way to guarantee you receive your graduation essentials on time and everything is correct (size, college tassel color, etc.). Students are highly encouraged to attend the Grad Fair (typically held in March) to have the opportunity to exchange if sizing is

incorrect and to celebrate their achievement! For more college and degree-specific information about graduation regalia and timelines, check with your college advisor. Links to: <https://www.store.utah.edu/graduation/regalia/caps-gowns>

9. Submit Next Step Survey: During your final semester: We ask that graduating students complete a senior exit survey. This survey gathers feedback on your academic experience and post-graduation plans. Your participation boosts the prestige of your degree by contributing to our placement statistics, allows future Utes to learn from your experiences, and provides valuable insights for the university to enhance its career development and support services. Links to: [https://careers.utah.edu/next-step/?utm\\_source=home-page&utm\\_medium=website&utm\\_campaign=fds&utm\\_content=unextstep-hp](https://careers.utah.edu/next-step/?utm_source=home-page&utm_medium=website&utm_campaign=fds&utm_content=unextstep-hp)

10. Verify your personal information: During your final semester: Ensure your personal information (name, address, contact details) is up to date in the university's records for accurate diploma mailing and alumni communication. You may view your personal information through the Campus Information Services by clicking on your profile on your Student Homepage, the tile that has the person wearing the Ute sweater, followed by your name and uNID.

11. Plan for commencement: During your final semester: Confirm the date, time, and location of your graduation ceremony or ceremonies, known formally as "commencement." Please note that the U only offers commencement activities once a year in May for all that year's graduates. The U provides two commencement activities in total: A general commencement, meant for all graduates, and college convocations, meant just for that college's graduates, e.g., a ceremony just for David Eccles School of Business graduates. You can attend both ceremonies if they're at different times, or just one, or neither. General commencement is a non-ticketed event, and seating is first come, first served. Should you attend your college's convocation, you might need tickets, which your college will contact you about, typically over email. Links to: <https://commencement.utah.edu/>.

12. Pass your final classes: During your final semester: Seems self-explanatory, but make sure you understand minimum grade requirements, and get those grades or better in your final classes. At the U, a "D" grade is generally considered a passing grade, but some departments or colleges may require a "C-" or better for courses within their specific majors or programs. Should you have questions, an academic advisor can assist.

# Preparing for Graduation

0 of 12 completed



▼ Show More

Steps in this Journey:

[Verify your degree is correct: 2 terms prior to graduation](#)

Due Date: --

[Review your degree audit: 2 terms prior to graduation](#)

Due Date: --

[Meet with an academic advisor: 2 terms prior to graduation](#)

Due Date: --

[Meet with a career coach: 2 terms prior to graduation](#)

Due Date: --

[Apply for graduation: Prior to graduation term due date](#)

Due Date: --

[Flag changes to the Registrar: After applying for graduation](#)

Due Date: --

[Check your holds: During your final semester](#)

Due Date: --

[Order your cap and gown: During your final semester](#)

Due Date: --

[Submit Next Step Survey: During your final semester](#)

Due Date: --

[Verify your personal information: During your final semester](#)

Due Date: --

[Plan for commencement: During your final semester](#)

Due Date: --

[Pass your final classes: During your final semester](#)

Due Date: --

Remove Journey