

Make sure you have planned a minimum of 120 credits.

You must satisfy all University Core and major courses.

You must have a minimum of 32 upper division credits (300 and 400).

or

prior to your scheduled advising meeting.

## 7. Contact and meet with your advisor

a. The name and contact information for your advisor can be found in your PeopleSoft

advisor may also send out an email with their advising procedures. Pay attention to your TU email inbox.

b. Schedule a meeting with your advisor. Email a copy of your degree completion plan prior to meeting. You and your advisor will review the plan, and when finished and approved, you will both sign (electronically) the approved plan. Final version of the document must be in an electronic format. You will keep a copy of the signed, approved plan; and your advisor will keep a copy of the signed, approved plan. Your advisor will then remove your academic advising hold.

## 8. Step 8: Ongoing Planning

Please note that academic changes, such as not receiving admission to the major, adding a minor, not finding an available course to take in a planned semester, failing a course, changing majors, etc. will affect your degree completion plan and possibly your time to graduation.

In subsequent meetings with your advisor, please bring or email an updated version of your individualized degree completion plan if changes have occurred.

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