

## REQUEST FOR GRADUATION REVIEW

Complete the following sections prior to turning the form in:

- Part 1: Personal Information
- Part 2: Student Planning Timeline on the MyUNOH Portal

### Part 1: Personal Information

Name:		ID:
Address:*		
City:	State:	Zip:
Cell Phone:*		Home Phone:*
Degree Level: ____ Associate (AAB)    ____ Bachelor (BS)		Program of Study:
Which term will you complete all degree requirements for this program of study: ____ Fall            ____ Winter            ____ Spring            ____ Summer		

*\*If necessary, this address and/or phone number will be updated as the current preferred contact information. I authorize the Registrar's Office to update my information until I notify of another change.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Part 2: Student Planning Timeline (*must complete prior to turning in form*):

Log on to **Student Planning** (see *Self Service Menu, Academic Planning & Schedule* section of the MyUNOH Homepage) and complete your **Timeline** with your remaining courses you plan to take in order to complete your program requirements. When you turn in this form, the Advising Office will review your plan located in your Student Planning Timeline. They will either verify or notify you of necessary changes.

Complete the document (Part 1 & Part 2) and return to the Advising Office by any method below:

Email: [advisor@unoh.edu](mailto:advisor@unoh.edu)

Fax: (419) 998-3080

In-person: Student Services 200 Building

<b>Office Use Only:</b>	
___ SACP Comments	___ Address/Phone verify
___ Verify AGD	___ SP Timeline
___ SP Notes	___ SP Review & Archive
___ Send Letter/Email	___ File

## REQUEST FOR GRADUATION REVIEW COURSE TIMELINE INSTRUCTIONS

1. Log on to <http://my.unoh.edu>
2. In the Self Service Menu; Academic Planning & Schedule section, select “Student Planning”
3. On the landing page, select “Go to My Progress”

Academics ▾ Student Planning ▾ Planning Overview

**Steps to Getting Started** Search for courses...

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

**1**

**View Your Progress**

Start by going to My Progress to see your academic progress in your degree and search for courses.

[Go to My Progress](#)

**2**

**Plan your Degree & Register for Classes**

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

4. **My Progress** shows you the courses you still need to take. View the **red courses** and incorporate them into your plan (video 3C shows step-by-step instructions).

✓ Completed	<a href="#">UN-110</a>	First Year Experience
✓ Planned	<a href="#">MO-133</a>	Administrative Skills for Med
✓ Planned	<a href="#">MO-134</a>	Human Anat Path and Term I
✓ Planned	<a href="#">WP-138</a>	Intro to Word Processing Appl

2. Take courses MO-137, MO-139, MO-142, MO-157. **0 of 4 Courses Completed.**

Status	Course	
⚠ Not Started	<a href="#">MO-137</a>	Clinical I
⚠ Not Started	<a href="#">MO-139</a>	Basic Pharmacology

5. Incorporate into the Timeline by selecting “Add Course To Plan”

**Course Details**

**MO-142: Human Anatomy-Pathophy-Termin**  
A review of basic mathematics, dosage calculations, drug sources, schedules, forms, medication order, and medication administration is included. The use of vitamins, minerals, herbs, substance abuse, antibiotics, and antifungals will be discussed as a Segway into the medications for the various body systems.

Credits:

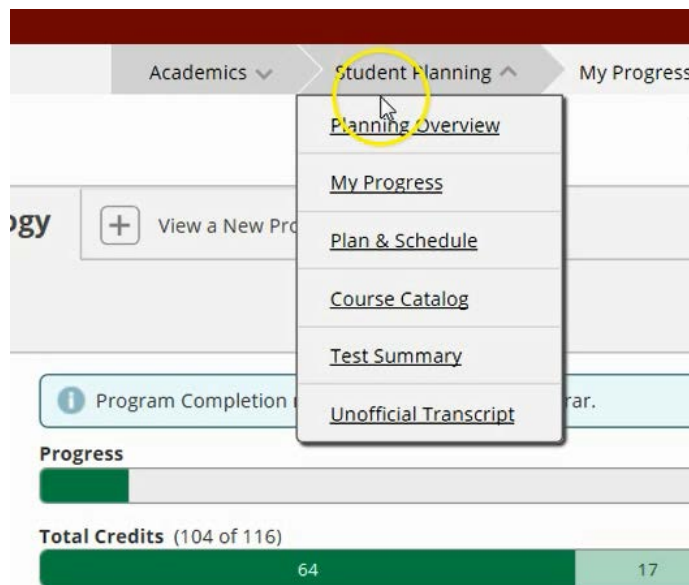
Locations Offered:

Requisites:  MO-140 - Must be completed prior to taking this course.

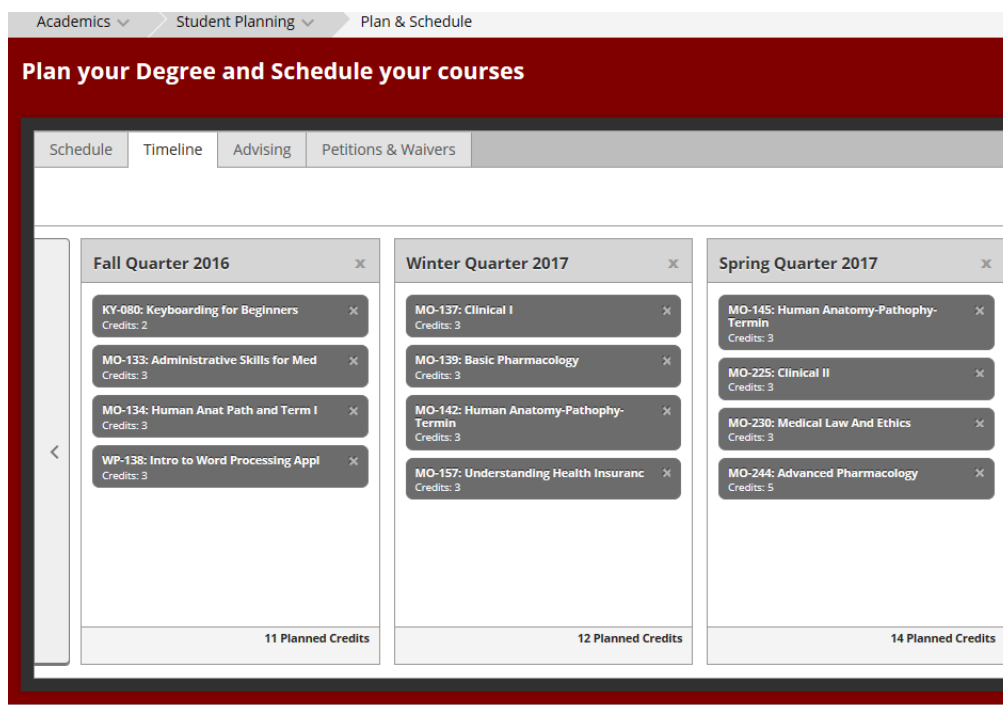
Term: **Select a Term...**

- Fall Quarter 2016
- Winter Quarter 2017
- Spring Quarter 2017
- Summer Quarter 2017
- Fall Quarter 2017
- Winter Quarter 2018
- Spring Quarter 2018
- Summer Quarter 2018
- Fall Quarter 2018
- Winter Quarter 2019
- Spring Quarter 2019
- Summer Quarter 2019
- Fall Quarter 2019
- Winter Quarter 2020
- Spring Quarter 2020
- Summer Quarter 2020

- Once the course is added to the plan, check it out on the Timeline screen. Select “**Student Planning**” at the top, then “**Plan & Schedule**”.



- The **Timeline** tab will show you the classes you have uploaded into your plan.



- When you turn in the first page of the Request for Graduation Review form, the Advising Office will review the plan you have set forth within your Timeline. They have access to all student Timelines.

**ADDITIONAL HELP WITH TIMELINE:** FOR A SHORT 20 MINUTE TUTORIAL VIDEO, YOU CAN GO TO THE REGISTER/DROP SECTIONS LINK IN SELF SERVICE OR CLICK: <https://youtu.be/MZ65-r9NGX4>