

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 & Phone Number Update <ul style="list-style-type: none"> • It is very important to keep your address and phone number(s) up to date with the UNOH Registrar's Office. • Before you graduate, be sure to provide a permanent home address where items such as your diploma can be mailed to you. Remember to update your information in the future as you move to new addresses. • You can update your information by visiting the University Services desk in the 200 Building or by sending the information from your official UNOH email address to advisor@unoh.edu. You will have MyUNOH Portal access for one year after graduating. 	
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 *Student 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. 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

In-person: 13000 Building Room 13111 (Advising Resource Center)

Office Use Only:

- | | | |
|--------------------------------|----------------------------------|--|
| ____ SACP Comments | ____ GPA is Good Standing (2.00) | ____ Verify Total Program Credits |
| ____ Verify System Grad Date | ____ Verify Timeline | ____ Program Adjustments/Replacements |
| ____ Notes in Student Planning | ____ Review & Archive | |
| ____ Send Letter/Email | ____ File/Scan | ____ Approved By / Date ____/____/____ |

NOTE: WATCH UNOH EMAIL FOR MESSAGES FROM THE REGISTRAR'S OFFICE REGARDING THE GRADUATION CEREMONY. YOU MUST REPLY TO THOSE MESSAGES TO CONFIRM THAT YOU PLAN TO ATTEND THE CEREMONY.

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	UN-110	First Year Experience
✓ Planned	MO-133	Administrative Skills for Med
✓ Planned	MO-134	Human Anat Path and Term I
✓ Planned	WP-138	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	MO-137	Clinical I
! Not Started	MO-139	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 Select a Term...

Locations Offered

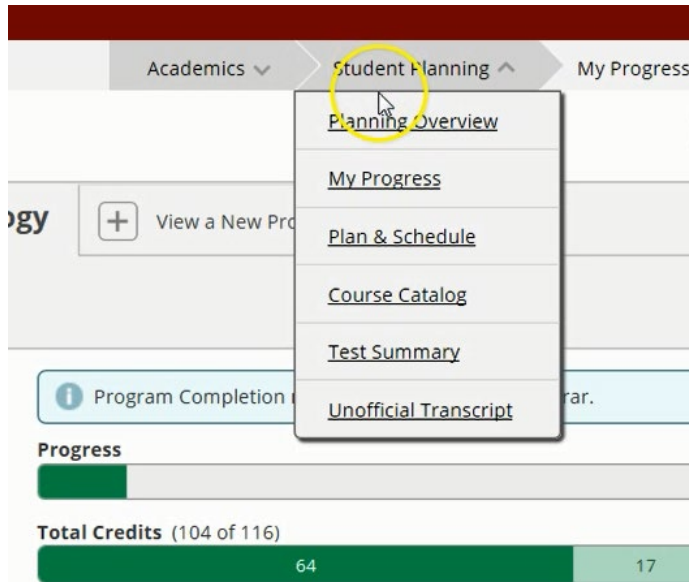
Requisites 140 - Must be completed prior to taking this course.

Term

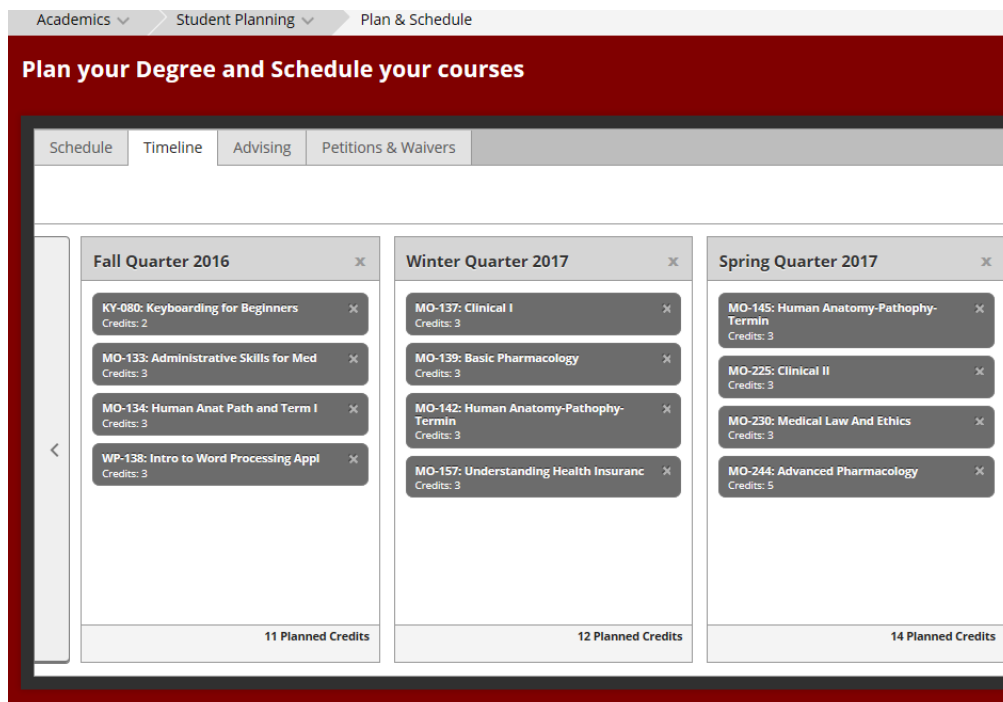
- Fall Quarter 2016
- Winter Quarter 2017
- Spring Quarter 2017
- Summer Quarter 2017
- Fall Quarter 2017
- Winter Quarter 2018
- Spring Quarter 2018
- Summer Quarter 2018
- Fall Quarter 2018
- Winter Quarter 2019
- Spring Quarter 2019
- Summer Quarter 2019
- Fall Quarter 2019
- Winter Quarter 2020

Close Add Course to Plan

- 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.



8. 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>