SHIPPENSBURG UNIVERSITY
March 15, 2013

TO: Seniors Planning to Graduate in **December 2013**

FROM: John L. Grove College of Business - Dean's Office- GRH128

To help ensure that you will meet all of your graduation requirements, we strongly encourage you to review your **myDegreeAudit** which you will find on your **myShip portal**.

1. Access your myShip portal at www.ship.edu/my_info/:
   a. Enter the portal by entering your Username and Password.
   b. Select the Student tab and select My Academics
   c. In the My Student Resources box click on My Degree Audit.
   d. Log in to My Degree Audit using your standard username and password.
   e. **Review your audit header to verify your academic program reflects your desired curriculum(s) of study (Major(s), Minor(s), certification(s)).**
   f. **Verify your cumulative GPA is 2.0 or higher**
   g. **Verify your Business Core and your Major(s) GPA are 2.0 or higher** (if not calculated by Degree Audit, you must manually calculate following the instructions outlined on page 14 (Quality Point Average (QPA)) and page 93 (Quality Point Average Requirements) of the 2011/13 Undergraduate Catalog) www.ship.edu/catalog.
   h. **Verify you have successfully passed ENG 101 College Writing or ENG 106 WIFYS or ENG 110 Adv. Placement Writing AND MAT 140 – College Algebra both with a C grade or higher.** Note: MAT 108 with a C grade or higher or a Math SAT score of 610 or higher satisfies the College Algebra requirement.
   i. Verify you have completed all General Education, Business Core, and Major requirements **AND** will have a minimum of 120 credits required to graduate (excluding remedial courses). www.ship.edu/catalog.
   j. **Print your Degree Audit and review it with your academic advisor.** If any questions arise, your advisor and/or you may contact the College of Business Dean's office for assistance, Grove Hall 128.

2. You may use the What-If function or the Look Ahead function to plan your remaining coursework.

3. **Transfer coursework** – If you are planning to take a course(s) at another educational institution that you plan to transfer back to Shippensburg University for credit, you need to complete the Transfer Credit Request Form and return to the College of Business Dean's Office prior to registering for any class(es). You can acquire the form at www.ship.edu/business/Student_Information/Forms.

4. Registration changes made after you review your Degree Audit will alter your audit. Therefore, if you make adjustments to your schedule, you will need to revisit your Degree Audit to ensure you remain on track for graduation.

5. ***You must officially apply for graduation prior to the start of your FINAL SEMESTER via your myShip portal. You will receive further information on dates and deadlines from the Registrar's Office.***