

GRADUATE IN 4 YEARS: CHECKLIST

STEP 1	GATHER INFORMATION	<input type="checkbox"/> Print Program Evaluation from Web Advisor <input type="checkbox"/> Print Major Sequence Sheet (attached) <input type="checkbox"/> How many credits have you completed _____ <input type="checkbox"/> How many credits remaining _____
STEP 2	PREPARE	<input type="checkbox"/> Fill out Major Sequence Sheet (Make sure your Major Sequence Sheet is for your catalog year, the year you came in as a Freshman) <ul style="list-style-type: none"> ○ You need 120 credits to graduate including general education requirements, major courses, and electives. <input type="checkbox"/> If you need help with preparation, meet with a Lion Pride Advisor contact Ms. Shirley Quillin at quillin@lincoln.edu or 484-365-7627
STEP 3	MEET WITH ADVISOR	Questions to ask your advisor: <ul style="list-style-type: none"> <input type="checkbox"/> Can we review my major sequence sheet? Am on target to complete my major by my anticipated graduation date? <input type="checkbox"/> Are there prerequisite classes I need to include in my plan? <input type="checkbox"/> Can we review my general education requirements? Am I on target to complete these requirements by my graduation date? <input type="checkbox"/> Can we review how many electives I will need to take to meet the requirement of 120 credits? <input type="checkbox"/> Are there other requirements I need to be aware of that are essential in completing my degree (i.e. Study Abroad for Spanish majors, etc.)
STEP 4	STRATEGIZE WITH ADVISOR	<ul style="list-style-type: none"> <input type="checkbox"/> Are there prerequisite classes I need to make sure I build into my academic plan? <input type="checkbox"/> What summer or winter classes would you recommend? <input type="checkbox"/> What else do you recommend to ensure I graduate as originally scheduled?
STEP 5	DOCUMENT	<ul style="list-style-type: none"> <input type="checkbox"/> Please ask your advisor to upload a signed major sequence sheet to GradesFirst <input type="checkbox"/> Please keep a copy of your Major Sequence Sheets for your records. <input type="checkbox"/> Please write an email summarizing the discussion with your advisor and send it to them to ensure that you have properly understood your next steps.
STEP 6	FILE	<input type="checkbox"/> File a Lincoln University "Permissions to Take Courses" form with our registrar's office for all classes you want to take elsewhere; you should receive permission <u>BEFORE</u> you take the class.
STEP 7	REVIEW	<input type="checkbox"/> Review your grades, your overall GPA, and your program evaluation regularly with your advisor (at least 1x/semester to ensure you are on track to graduate as scheduled.

Additional Questions to Consider for your Academic Plan.

*****In order to participate in May commencement we require 100% successful completion of all academic requirements.***

1. Do any of your courses need prerequisites? Include those in your plan.
2. Are any of your courses only offered certain semesters?
3. You may only earn two "C-" grades in your major courses. If you earn more than two C- grades, you must repeat those courses.
4. If you repeat a course and earned an "A," "B," "C," or "D" grade, you do not earn new credits; the credits are already included in your total. You only earn credits when you repeat "F" grades.
5. It is possible to complete all of the courses for your major and your general education requirements and still not have reached 120 credits; to reach the required 120 credits, you may need to take electives.
6. We no longer accept Straighterline courses and all other courses taken elsewhere must be pre-approved and the paperwork filed with the registrar's office, to ensure they will be accepted as transfer credits.

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Notes: