

Degree Check Instructions for Math Majors

Note: Students earning more than one degree (e.g. a B.S. and a B.S.E.C.E. or a B.A. and a B.S.B.A.) must complete a separate degree check for *each* degree.

Deadlines: The online **Application for Graduation** has a firm deadline, depending on when you will graduate. A \$50 late fee (in addition to the usual \$50 fee) will be charged to any student applying for degree candidacy after the deadline, and their name might not appear in the commencement program.

- May/ August graduates: apply for graduation no later than **Feb. 1** of the graduation year.
- December/January graduates: apply for graduation no later than **September 1**.

Process:

1. Apply for graduation.

- A. In your UAccess account, select “Apply for graduation” in the drop-down menu to the left of your schedule. This feature will only be enabled if you are a Senior (have earned 90 units), have completed at least one term at UA, and have a valid major in place. Contact the Math Center at mcenter@math.arizona.edu if you do not have access, but believe that you meet the criteria.
- B. UAccess will lead you through the necessary steps. Be sure to read *everything*, and read it *carefully*. If you have questions, you can ask the Math Center for clarification.

2. Complete a Degree Audit Worksheet (DAW).

- A.
 - i) If math is your primary (or only) major in a degree, pick up your DAW form from the College of Science office of Academic Affairs in **Gould-Simpson 1017**; see <http://cos.arizona.edu/content/academic-advising> for hours. You may also hear the DAW referred to as a “pink sheet”.
 - ii) If math is a second (or third, etc.) major, so that your PDF advisement report indicates that it is “Secondary”, ask your primary major advisor for instructions.
- B. For your major(s): Fill out the top part *only* on the DAW; then print the PDF version of your advisement report (in UAccess under My Academics) and bring it along with the pink sheet to the appropriate advisor for each major in the degree you are checking. For your math major, this will be your assigned math faculty advisor: _____ (contact the Math Center if you do not know who your faculty advisor is). If there are any substitutions needed in your math major, please ask your faculty advisor for approval, and have him/her email the Math Center to officially mark them in your record. Your math faculty advisor will sign the DAW to verify their approval of your math major.
- C. For your minor(s):
 - i) If there are any substitutions to be made in your minor, you will need a signature from the minor advisor on the DAW.
 - ii) If you have a minor that does not appear to be completely satisfied in your advisement report, contact your minor advisor for assistance. You may need a signature for the minor, if a substitution is required.
 - iii) If your minor is completely satisfied in your advisement report *and* no substitutions have been made there, *you do not need a signature for the minor*, by University policy.
- D. If you are (or were) an Honors College student:
 - i) If you plan to graduate with honors, you will need a signature from your Honors College advisor. Drop off your DAW at the front desk of Slonaker House.
 - ii) If you are not graduating with honors but the honors requirements (units, thesis) still appear in your advisement report, contact the Honors College to have these deactivated.
- E. If math is your primary major, bring your DAW back to Gould-Simpson 1017 to have your gen eds/foundations checked, and to receive college approval. Be sure to also sign the DAW yourself!