DEGREE COMPLETION PLAN GUIDELINES

Step 1: Check Suggested Degree Completion Plan for your major
Go to your department's website or the university's 2014-2015 online catalog. Print a copy of the Suggested Degree Completion Plan (labeled "Four Year Plan of Study" on the TU catalog website) for your major/concentration/track. [On the TU catalog website, plans are listed under each major/track/concentration.]

Step 2: Open Your Academic Requirements
Go to Towson Online Services, click on Self Service, and then Student Center. On the left hand side, next to your schedule, select Academic Requirements from the drop-down menu.

Step 3: Cross Off Completed University Core Courses
Using your Academic Requirements, cross off the University Core courses you have already completed from the Suggested Degree Completion Plan you printed in Step #1.

Step 4: Cross Off Completed Major Courses
Using your Academic Requirements, cross off the major courses you have already completed from the Suggested Degree Completion Plan you printed in Step #1.

Step 5: Check Your Prerequisites
Using your major/track/concentration prerequisite list, check to see if you have completed the prerequisites for required courses you still need to take for your major; if you have completed them, cross them off the Suggested Degree Completion Plan you printed in Step #1.deded t3023916D41jrm

plan with the courses you still need to complete in order to graduate. Keep in mind your prerequisites, the courses you have completed, and the Suggested Degree Completion Plan for your major. In short, you still need to take anything you did not cross off in Steps #3-5.

‡Click on the spreadsheet to open it in Microsoft Excel or save it to your computer.
‡After the spreadsheet is open in Excel, input the total units earned up to today.
‡Input the number of enrolled units you are now in (current semester).
   Subtract your current semester units from the "units taken" number under the "120 Credits and a 2.0 EB13ndd. 0 1 r 66.se10(q)6(3(b)-ir)

‡Fill in the remaining schedule by term. Use drop down menu associated with the blank fields above Course ¶

Each blank field under the µ 7 \ ¶ HF R O X P Q K D V D G U R S G R Z Q E R [Z L W K F I corresponding to the categories in the suggested degree completion plan. The drop down also includes minor requirements and minor electives for those students pursuing a minor in addition to their Women ¶ V D Q G * H Q G H U 6 W X G L H V P D M R U

‡You must have a minimum of 120 credits showing in the ¶Total Career Units ´box.

‡You must satisfy all University Core and major courses.

‡When you ¶e done, save your file and attach the file in an email to your adviser.

Step 7: Meet With Your   Advisor

Schedule a meeting with your advisor. Bring a copy of your Individualized Degree Completion Plan to the meeting. You and your advisor will review the plan, and when finished and approved, you will both sign the approved plan.