

Dashboard Education through the Student's Lifecycle

Student Resources:

[Master's/Specialist Guide: MSUM Graduate Dashboard](#)

[Doctoral Student Guide: MSUM Graduate Dashboard](#)

After Admission: Orientation

- Brief introduction
- Instructed to use Course Planning tool at first adviser meeting – Student enters Plan of Study under “Course Planning” tab

After Admission: Adviser Meeting

- Use Course Planning tool to create first semester schedule and look ahead through the rest of the program
- Student enters any transfer courses under “Course sub/Transfer” tab for approvals
- Course Plan acts as a “contract” between the student and the University
- Ensure Course Plan follows the bulletin under which the student was admitted
- Any course taken will move into the “unofficial transcript” tab

First Semester: Orientation Course

- Remind students to log in to Dashboard
- Set their graduation date
- Keep using the Course Planning tool
- Student enters any course subs: Each semester as needed

Ongoing: Adviser Meeting

- Continue using Course Planning tool
- Maintain correct graduation date
- Review transcript for D W IP F grades
- Submit Course Substitution/Transfer form

Second to Last Semester: Adviser Meeting

- Review Degree Completion process
- Pull DAR (if admitted Spring 2019 or after)
- Enter any course substitutions/transfer courses as needed

Last Semester: Adviser Meeting

- Review Degree Completion process
- Confirm correct graduation date
- Review transcript for D W IP F grades
- Submit Course Substitution/Transfer form

- Submit Graduate Dashboard Steps, starting with Committee Selection
- All steps must be submitted by commencement day for final registrar approval

Last Semester: Capstone/Final Course

- Review Degree Completion process (esp. Committee Selection, Final Topic Approval, IRB, Written Comprehensive Exam, Oral Defense, RED Submission)
- Submit Graduate Dashboard Steps, starting with Committee Selection
- Confirm correct graduation date
- All steps must be submitted by commencement day for final registrar approval