

## Steps

- I. Fill in your Name and email address
- II. Click the begin signing button
- III. Follow the instructions and click continue
- IV. Fill out all of the shaded area at the top of the form.
- V. Fill in your current enrolled courses in the First column
- VI. In the second column if you plan to take Summer/Winter courses fill this section out.
- VII. Fill out the Third column with your desired courses for next semester;

**Make sure you follow your suggested sequence schedule and do not take courses out of sequence.**

- VIII. Attach your Internship/Work Experience Form in **pdf** format and upload the entire document. The form was emailed to you after you completed the form.
- IX. Attach your current **degree works** in **pdf** format and upload the entire document.
  - Ways to save Degree Works as a PDF:
    1. (To save it as a pdf click the save as pdf button. When the pdf comes up click the disk at the bottom to save it
    2. To save it as a pdf click the save as pdf button, then right click and click print; then click destination and choose change save as a pdf; then save). Do not send as a picture, do not use quick scan, your phone, Mac, or iPad.

If you need help with Degree Works please click the <https://www.morgan.edu/registrar/degreeworks>

- X. Sign your form
- XI. Click Finish.
- XII. If your Advisor approves your schedule you will receive your signed schedule back.
- XIII. If your Advisor declines to sign you will receive notification via email
- XIV. To find out why the form was declined click review documents and then click other actions in the top right corner

- XV. Scroll down to the word "decline" and it will give you the reason.
- XVI. Fix the problem and resubmit the document with the correct information
- XVII. If you need assistance with this process please email [scmns-ug-studies@morgan.edu](mailto:scmns-ug-studies@morgan.edu)