

## Directions for Creating a PDF of My Degree Plan

**Step 1: Sign in to <https://mydegreeplan.uco.edu> with your UCONNECT username and password**

The screenshot shows the login page for the University of Central Oklahoma. At the top, there is a navigation bar with links: Home, Contact, A to Z Site Index, Apply Now, Give Now, UCONNECT, Campus Map, Calendar, Campus Directory, and a search box. Below this is a blue header with the UCO logo and the text "UNIVERSITY OF Central Oklahoma". A yellow navigation bar contains links for FUTURE STUDENTS, CURRENT STUDENTS, PARENTS, FACULTY AND STAFF, ALUMNI AND FRIENDS, and VISITORS AND FANS.

The main content area is titled "Central Authentication Services". On the left, there is a login form with the heading "Enter your UCO Username and Password". It includes fields for "Username" and "Password", a checkbox for "Warn me before logging me into other sites.", a "LOGIN" button, a "clear" link, and a link for "How can I reset my password?". Below the form is a section titled "A Note About Your UCO password" with instructions for Students and Faculty/Staff.

On the right, there is a disclaimer: "This is a University of Central Oklahoma computer system. UCO computer systems are provided for the processing of Official university information only. All data contained on UCO computer systems is owned by the University of Central Oklahoma, and may be monitored, intercepted, recorded, read, copied, or captured in any manner authorized by law and disclosed in any manner to the appropriate authorities, by authorized personnel." Below this is a privacy notice: "THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. Systems personnel may give to law enforcement officials any potential evidence of crime found on this UCO system. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES EXPRESS CONSENT TO THIS MONITORING, INTERCEPTION, RECORDING, READING COPYING, or CAPTURING and DISCLOSURE." At the bottom right, it says "IF YOU DO NOT CONSENT, LOG OFF NOW." and provides a link to the "UCO Information Technology website" for the "UCO Technology and Network Usage Policy".

**Step 2: Click “Save as PDF” at the top of the page**

The screenshot shows the top navigation bar of the mydegreeplan.uco.edu website. It features a series of tabs: Worksheets, Plans, Notes, Petitions, and GPA Calc. Below these tabs is a "Format:" dropdown menu currently set to "Student View". To the right of the dropdown are buttons for "View", "Save as PDF", and "Process New". Further right are two checked checkboxes: "Include in-progress classes" and "Include preregistered classes". A "Course History" link is located at the far right of the navigation bar.

### Step 3: A window will pop-up with the PDF for you to save a copy

University of Central Oklahoma

Student View		AC521108 as of 05/03/2016 at 12:07	
Student ID		College	Business Administration
Classification	Second Bachelors	Degree	Bachelor of Business Administration
Level	Undergraduate	Major	Marketing-Professional Selling - 2144
Overall GPA	3.93	Minor	Business Administration - 2090
UCO GPA	4.00	Concentration	
Holds	None		

Legend

- Complete
- Not Complete
- Complete except for classes in-progress
- Nearly complete - see advisor
- (T) Transfer Class
- @ Any course number
- \* Denotes prerequisite required

**Degree in Bachelor of Business Administration** Catalog Year: 2015-2016 Credits Required: 139  
GPA: 3.93 Credits Applied: 134

Unmet conditions for this set of requirements: A minimum of 30 credits must be taken at the University of Central Oklahoma.

15 of the last 30 credits must be taken at the University of Central Oklahoma.

A minimum of 130 credits are required for a second bachelor's degree. You currently have 134, you still need 5 more credits.

- Overall GPA is Outstanding
- University Core Requirements
- Business Support Courses
- Major Requirements **Still Needed: See Major in Marketing-Professional Selling section**
- Minimum 60 hours at a Senior Institute
- Minimum 40 hours of Upper Division (3000/4000) Credit
- No H.S. Foreign Language found
- No TOEFL/IELTS Scores Found

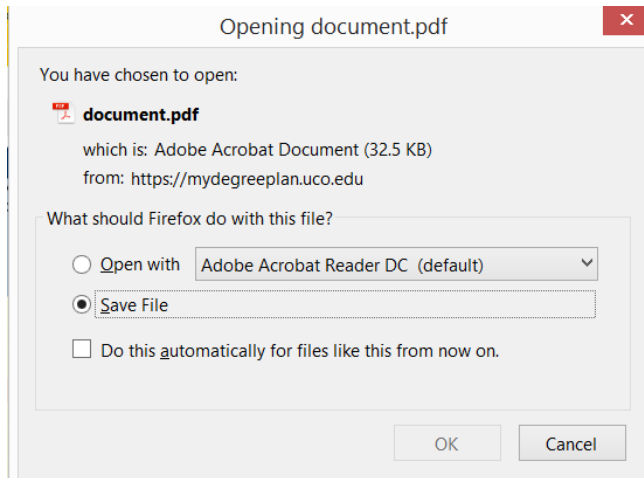
### Step 4: Click the icon at the top right to download the PDF

Mozilla Firefox

Automatic Zoom

- Presentation Mode
- Print
- Download
- Go to First Page
- Go to Last Page
- Rotate Clockwise
- Rotate Counterclockwise
- Enable hand tool
- Document Properties...

**Step 5: A separate box will open enabling you to save the file**



**Step 6: Save the file**

**Step 7: Upload the copy in your application**