Dear students,

I, as the CETA college UG degree evaluator, will verify that you are taking the remaining courses that you are required to complete your degree. You must successfully complete all the courses for which you are registered and maintain the required minimum GPAs (overall & major of 2.00) to be eligible to receive your degree. I will verify this again after the semester is over (once your grades are in).

**Degree Application Process:**
- For UG students, you will need to complete your CETA program survey & the CETA internship survey in Blackboard, and then the degree application.
- Go to the University Website, log into Blackboard, choose CETA 100, then the Graduating Seniors Forms
- There will be 3 tabs that all CETA UG students must complete: Go to CETA 100
  1. Internship Survey
  2. Senior Program Exit Survey (choose the tab for your major – example below)
  3. Degree Application (see below)

Senior Program Survey (choose the tab for your major – example below)

- You will also need to complete the degree app (under the DEGREE APPLICATION tab in BB), including your information, degree, concentration(s), minor(s), CRNs, course codes & numbers. **Save as a renamed file to your computer to your last name, first name, and forward to Janice Girouard at**
cstudents@hartford.edu (ex: degree check box - find the degree for your major in the program exit survey tab)

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<th>ENGINEERING, TECHNOLOGY AND ARCHITECTURE</th>
<th>Associate in:</th>
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- Verification that you are taking the remaining courses required to complete your degree will be done. You must successfully complete all the courses for which you are registered & maintain the required minimum GPA’s (overall & major) to be eligible to receive your degree. This will be verified again after the semester is over.
- Once ALL your surveys are completed & you forward your completed degree application to Janice Girouard @ cstudents@hartford.edu. I will sign your degree app & forward it electronically to the Registrar with a copy to you.

Students completing their degrees during the F2020 semester will be awarded their degree effective for the Jan 30, 2021 award date.
Students completing their degrees during the S2021 semester will be awarded their degree effective for the May 15, 2021 award date.

Please allow the Registrar’s Office a couple of weeks after the award date to log in the degrees & at least 3-4 weeks. Your diploma will be mailed to the address you provided on your degree application. If you need to update information that has changed, you should contact the Registrar (at commence@hartford.edu).

**After your degree award date:**
For questions regarding diploma mailing dates, contact commence@hartford.edu.

If you expect to receive a minor/major in a college/major outside of CETA, you must have declared it with a Change of Curriculum Status form (in BB under CETA 100, under the Forms tab with all the signatures required for approval. It is your responsibility to provide a copy of your signed degree application to notify that evaluator in the college in which the program is offered.

NOTE: A & S - computer science, math, or physics = Allen, Ryan at artscisas@hartford.edu for verification & awarding.

Janice Girouard
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https://hartford.webex.com/meet/girouard
860.768.5163 – (working remotely)