

INSTRUCTIONS for SUBMITTING PROGRAM C PLAN ELECTRONICALLY:

1. Talk to your Math Advisor, and make the list of the courses to be put into your plan.
2. Read the example of a plan (in the Program C web page) to see how it is supposed to be filled in.
3. Download the fillable PDF form to your computer, PC or Mac. I-pads, I-phones may not work for completing and saving the form.
4. Complete only the next page of the plan excluding the green boxes. Do not complete the last page.
5. Use complete departmental prefixes, 4-digit numbers, and complete names for your courses, such as MATH:1850 Calculus I. Refer to your degree audit or MyUI for correct names and course numbers.
6. Save a copy of the plan for yourself. Do not change the format of the file for the future approvals and changes.
7. Send an UI e-mail to cynthia-farthing@uiowa.edu by attaching a copy of your plan.
8. You must send your plan through your UI e-mail. We will not process those forms coming from non UI e-mails, since we cannot confirm the identity of the sender from those e-mails. Also, it must be your e-mail, not a friend's e-mail. Your plan coming from your Math advisor's UI e-mail is fine.
9. You will receive a response from the Math Department once your form is received and processed. If your plan requires changes, you will be informed and you may be asked to have further meetings with your Math advisor, or Math DUS.
10. Once the form is finalized, it will be sent to the Registrar. You will also receive a copy.

If you do not receive a response from the Math Department in a week, or if you do not have a copy of your e-mail in the "Sent" file of your UI e-mail, then it is likely that your form is not received by the Math Department. Please resend it, or ask about it.

If you have difficulty downloading the file and revising it, please e-mail emma-kirk@uiowa.edu or cynthia-farthing@uiowa.edu

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Date: _____

Copy filed electronically and sent to the Registrar on 01/02/2020 (date).