

## 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 [oguz-durumeric@uiowa.edu](mailto:oguz-durumeric@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](mailto:emma-kirk@uiowa.edu) or [oguz-durumeric@uiowa.edu](mailto:oguz-durumeric@uiowa.edu)

It is absolutely necessary that this form must be submitted through your UI e-mail for confirming the identity of the sender.

**DEPARTMENT OF MATHEMATICS**

**PLAN OF STUDY for PROGRAM C**

**STUDENTS:** Please consult our Undergraduate Handbook to see the lists of required and elective courses for the various Program C specializations. Consult with your advisor to agree on the list of courses you want to apply to your BA/BS in Mathematics Program C. After you and your advisor agree on the list of courses, then follow the steps below.

1. Complete only this page of the form, except the green boxes, and save it. Do not change the format.
2. E-mail it as an attachment to [oguz-durumeric@uiowa.edu](mailto:oguz-durumeric@uiowa.edu). It is important that this comes from your UI e-mail for confirming the identity of the sender.

Date:

Student's name:  ID number:

Has this plan been approved by your ADVISOR?    Approved  or NOT approved

Name of your Advisor:

I request approval of the following core courses and electives to satisfy the requirements for a BA  or BS  *Check Only One Box* in Mathematics Program C, Math + [Area] .

MUST USE 4-DIGIT COURSE NUMBERS, for example MATH-1850 Calculus I

<b>5 CORE MATH COURSES</b>		Post-Calculus	<b>ELECTIVES: MATH and other</b>		Post-Calculus
Course Number	Course Name	Office Use	Course Number	Course Name	Office Use
- - - -			- - - -		
- - - -			- - - -		
- - - -			- - - -		
- - - -			- - - -		
- - - -			- - - -		
- - - -			- - - -		
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- - - -			- - - -		

DUS COMMENTS: \_\_\_\_\_

[Redacted comment area]

Departmental DUS Approval: [Redacted] (signature)

Date: [Redacted]

Office Use Only:  
Copy filed electronically and sent to the Registrar on [Redacted] (date).