**Minimum Semester Update Requirements to the 104R**

1. **Box 3: update the date**
2. **Box 6: update GPAs**
3. **Box 7: enter previous semester’s grades**
4. **Move any summer courses taken into a summer box and enter grade (summer courses are not reflected in a summer box until the grade has been received)**
5. **Box 5.a: verify the correct number of credit hours required for degree**
6. **Box 5.b: enter the sum of all Cts columns that have a grade**
7. **Box 5.c: enter the number of transfer hours if any (transfer classes can be entered into a summer box-relabeled as Transfer)**
8. **Box 5.d: auto-populates the sum of all Cts columns that do not have a grade**
9. **Box 5.a.1: use any number between 0-21 to adjust the number in 5.d so it reflects what is owed**
10. **Box 9: ensure it states B.S. or B.A. along with degree and enter date**
11. **\*\*\*\*STOP\*\*\*\* Have your Instructor review.**
12. **Boxes 10-11: signed and date**
13. **Boxes 12-13: Advisor signs and dates**
14. **Page 3: enter the appropriate information and sign/date**

 **-type of degree should match box 9**

**14. Turn into your Instructor**