BYU Pathway Worldwide

Student Services

Academic Calendar

General Information

Dates and deadlines are defined by the number of days before or after the first or last day of the block/semester. The first Monday of each block/semester is considered day one. Dates and deadlines are based on Coordinated Universal Time (UTC). For most deadlines, students have until 11:59 PM to complete any tasks relevant to that deadline. The dates and deadlines are the same no matter if a student is taking semester-length or block-length courses.

Please Note: To ensure optimal viewing on mobile devices, please rotate your devices to landscape orientation

Dates/Deadline Key			
Add Course Deadline	Day	1	of the block/semester
Description: Students wanting to add/register for a course(s) must do so by 11:59PM UTC, day one of the block/semester. Adding an additional course(s) for the current block/semester will not be permitted after this date.			
Drop Course/Refund/Auto-Drop Deadline	Day	8	of the block/semester
Description: Those who drop their courses on or before day 8 will receive a <u>full tuition refund</u>. This is also the last day for a student to drop a course(s) without receiving a "W" on their transcript. Courses dropped by day 8 will not be shown on a student's transcript. Additionally, any students who have not met participation requirements by day 8 will be auto-dropped and likewise will receive a full refund and no record of the course(s) on their transcript.			
Payment Deadline/Financial Holds Applied	Day	21	of the block/semester
Description: Students with an outstanding balance have a hold placed on their account on day 21 to prevent them from being registered in courses for the next block/semester.			
Late Fees Applied	Day	22	of the block/semester
Description: Students who have not paid their tuition by day 22 will have 5% late fee applied to their account for any remaining balance.			
Last Day to Withdraw with a W Grade	Day	29	of the block/semester
Description: Withdraw dates differ between semester-length and block-length courses. For block-length courses students are not permitted to withdraw after day 29. For each semester-length course, the withdraw date is day 85 which aligns with day 29 of the second block-length term (i.e. Block 2, Block 4, or Block 6). For example, the Fall Semester withdraw deadline aligns with the Block 6 withdraw deadline. Those who do withdraw between day 8 and last day to withdraw are awarded a "W" on their transcript. Any students who <u>do not withdraw by the deadline</u> will receive the grade earned by the end of the block/semester.			
Grades Available	Day	5	from end of block/semester
Description: Final grades are made available to students on the Thursday after the block/semester ends.			

Academic Calendar

2025 Start/End Dates & Deadlines

The tables below show all students' start and end dates for blocks/semesters in 2025.

Please Note: To ensure optimal viewing on mobile devices, please rotate your devices to landscape orientation

Winter 2025

Date/Deadline	Block 1	Block 2	Semester
Start	**Monday, January 6, 2025**	**Monday, March 3, 2025**	**Monday, January 6, 2025**
Financial Holds Applied	Sunday, November 24, 2024	Sunday, January 26, 2025	Sunday, November 24, 2024
Priority Registration Deadline	Wednesday, December 4, 2024	Wednesday, January 29, 2025	Wednesday, December 4, 2024
Add Course Deadline	Monday, January 10, 2025	Monday, March 3, 2025	Monday, January 10, 2025
Application Deadline	Monday, January 6, 2025	Monday, March 3, 2025	Monday, January 6, 2025
Tuition Discount Deadline	Monday, January 6, 2025	Monday, March 3, 2025	Monday, January 6, 2025
Drop/Auto-Drop Deadline	Tuesday, January 21, 2025	Monday, March 10, 2025	Tuesday, January 21, 2025
Last Day for a Refund	Monday, January 13, 2025	Monday, March 10, 2025	Monday, January 13, 2025
Payment Deadline	Sunday, January 26, 2025	Sunday, March 23, 2025	Sunday, January 26, 2025
Late Fees Applied	Monday, January 27, 2025	Monday, March 24, 2025	Monday, January 27, 2025
Last Day to Withdraw with a W Grade	Monday, February 3, 2025	Monday, March 31, 2025	Monday, March 31, 2025
Grades Available	Thursday, February 27, 2025	Thursday, April 24, 2025	Thursday, April 24, 2025
End	**Saturday, February 22, 2025**	**Saturday, April 19, 2025**	**Saturday, April 19, 2025**

Spring 2025

Date/Deadline	Block 3	Block 4	Semester
Start	**Monday, May 5, 2025**	**Monday, June 30, 2025**	**Monday, May 5, 2025**
Financial Holds Applied	Sunday, March 23, 2025	Sunday, May 25, 2025	Sunday, March 23, 2025
Priority Registration Deadline	Wednesday, April 2, 2025	Wednesday, May 28, 2025	Wednesday, April 2, 2025
Add Course Deadline	Monday, April 28, 2025	Monday, June 23, 2025	Monday, April 28, 2025
Application Deadline	Monday, April 28, 2025	Monday, June 23, 2025	Monday, April 28, 2025
Tuition Discount Deadline	Monday, May 5, 2025	Monday, June 30, 2025	Monday, May 5, 2025
Drop/Auto-Drop Deadline	Monday, May 12, 2025	Monday, July 7, 2025	Monday, May 12, 2025
Last Day for a Refund	Monday, May 12, 2025	Monday, July 7, 2025	Monday, May 12, 2025
Payment Deadline	Sunday, May 25, 2025	Sunday, July 20, 2025	Sunday, May 25, 2025
Late Fees Applied	Monday, May 26, 2025	Monday, July 21, 2025	Monday, May 26, 2025
Last Day to Withdraw with a W Grade	Monday, June 2, 2025	Monday, July 28, 2025	Monday, July 28, 2025
Grades Available	Thursday, June 26, 2025	Thursday, August 21, 2025	Thursday, August 21, 2025
End	**Saturday, June 21, 2025**	**Saturday, August 16, 2025**	**Saturday, August 16, 2025**

Fall 2025

Date/Deadline	Block 5	Block 6	Semester
Start	**Monday, September 1, 2025**	**Monday, October 27, 2025**	**Monday, September 1, 2025**
Financial Holds Applied	Sunday, July 20, 2025	Sunday, September 21, 2025	Sunday, July 20, 2025
Registration Open	Monday, August 4, 2025	Monday, September 29, 2025	Monday, August 4, 2025
Add Course Deadline	Monday, September 1, 2025	Monday, October 27, 2025	Monday, September 1, 2025
Application Deadline	Monday, August 25, 2025	Monday, October 20, 2025	Monday, August 25, 2025
Tuition Discount Deadline	Monday, September 1, 2025	Monday, October 27, 2025	Monday, September 1, 2025
Drop/Auto-Drop Deadline	Monday, September 8, 2025	Monday, November 3, 2025	Monday, September 8, 2025
Last Day for a Refund	Monday, September 8, 2025	Monday, November 3, 2025	Monday, September 8, 2025
Payment Deadline	Sunday, September 21, 2025	Sunday, November 16, 2025	Sunday, September 21, 2025
Late Fees Applied	Monday, September 22, 2025	Monday, November 17, 2025	Monday, September 22, 2025
Last Day to Withdraw with a W Grade	Monday, September 29, 2025	Monday, November 24, 2025	Monday, November 24, 2025
Grades Available	Thursday, October 23, 2025	Thursday, December 18, 2025	Thursday, December 18, 2025
End	**Saturday, October 18, 2025**	**Saturday, December 13, 2025**	**Saturday, December 13, 2025**

** A "W" grade prevents students from receiving the grade earned on their transcript.

To view the BYU Pathway Academic Calendar policy, go to https://catalog.byupathway.edu/academicpolicies/academicpurpose/academic-calendar

Academic Calendar

2026 Start/End Dates & Deadlines

The tables below show all students' start and end dates for blocks/semesters in 2026.

Please Note: To ensure optimal viewing on mobile devices, please rotate your devices to landscape orientation

Winter 2026

Date/Deadline	Block 1	Block 2	Semester
Start	**Monday, January 5, 2026**	**Monday, March 2, 2026**	**Monday, January 5, 2026**
Financial Holds Applied	Sunday, November 16, 2025	Sunday, January 25, 2026	Sunday, November 16, 2025
Registration Opens	Wednesday, December 3, 2025	Wednesday, January 28, 2026	Wednesday, December 3, 2025
Add Course Deadline	Monday, January 5, 2026	Monday, March 2, 2026	Monday, January 5, 2026
Application Deadline	Monday, December 29, 2025	Monday, February 23, 2026	Monday, December 29, 2025
Tuition Discount Deadline	Monday, January 5, 2026	Monday, March 2, 2026	Monday, January 5, 2026
Drop/Auto-Drop Deadline	Monday, January 12, 2026	Monday, March 9, 2026	Monday, January 12, 2026
Last Day for a Refund	Monday, January 12, 2026	Monday, March 9, 2026	Monday, January 12, 2026
Payment Deadline	Sunday, January 25, 2026	Sunday, March 22, 2026	Sunday, January 25, 2026
Late Fees Applied	Monday, January 26, 2026	Monday, March 23, 2026	Monday, January 26, 2026
Last Day to Withdraw with a W Grade	Monday, February 2, 2026	Monday, March 30, 2026	Monday, March 30, 2026
Grades Available	Thursday, February 26, 2026	Thursday, April 23, 2026	Thursday, April 23, 2026
End	**Saturday, February 21, 2026**	**Saturday, April 18, 2026**	**Saturday, April 18, 2026**

Spring 2026

Date/Deadline	Block 3	Block 4	Semester
Start	**Monday, May 4, 2026**	**Monday, June 29, 2026**	**Monday, May 4, 2026**
Financial Holds Applied	Sunday, March 22, 2026	Sunday, May 24, 2026	Sunday, March 22, 2026
Registration Opens	Wednesday, April 1, 2026	Wednesday, May 27, 2026	Wednesday, April 1, 2026
Add Course Deadline	Monday, May 4, 2026	Monday, June 29, 2026	Monday, May 4, 2026
Application Deadline	Monday, April 27, 2026	Monday, June 22, 2026	Monday, April 27, 2026
Tuition Discount Deadline	Monday, May 4, 2026	Monday, June 29, 2026	Monday, May 4, 2026
Drop/Auto-Drop Deadline	Monday, May 11, 2026	Monday, July 6, 2026	Monday, May 11, 2026
Last Day for a Refund	Monday, May 11, 2026	Monday, July 6, 2026	Monday, May 11, 2026
Payment Deadline	Sunday, May 24, 2026	Sunday, July 19, 2026	Sunday, May 24, 2026
Late Fees Applied	Monday, May 25, 2026	Monday, July 20, 2026	Monday, May 25, 2026
Last Day to Withdraw with a W Grade	Monday, June 1, 2026	Monday, July 27, 2026	Monday, July 27, 2026
Grades Available	Thursday, June 25, 2026	Thursday, August 20, 2026	Thursday, August 20, 2026
End	**Saturday, June 20, 2026**	**Saturday, August 15, 2026**	**Saturday, August 15, 2026**

Fall 2026

Date/Deadline	Block 5	Block 6	Semester
Start	**Monday, August 31, 2026**	**Monday, October 26, 2026**	**Monday, August 31, 2026**
Financial Holds Applied	Sunday, July 19, 2026	Sunday, September 20, 2026	Sunday, July 19, 2026
Registration Opens	Wednesday, July 29, 2026	Wednesday, September 23, 2026	Wednesday, July 29, 2026
Add Course Deadline	Monday, August 31, 2026	Monday, October 26, 2026	Monday, August 31, 2026
Application Deadline	Monday, August 24, 2026	Monday, October 19, 2026	Monday, August 24, 2026
Tuition Discount Deadline	Monday, August 31, 2026	Monday, October 26, 2026	Monday, August 31, 2026
Drop/Auto-Drop Deadline	Monday, September 7, 2026	Monday, November 2, 2026	Monday, September 7, 2026
Last Day for a Refund	Monday, September 7, 2026	Monday, November 2, 2026	Monday, September 7, 2026
Payment Deadline	Sunday, September 20, 2026	Sunday, November 15, 2026	Sunday, September 20, 2026
Late Fees Applied	Monday, September 21, 2026	Monday, November 16, 2026	Monday, September 21, 2026
Last Day to Withdraw with a W Grade	Monday, September 28, 2026	Monday, November 23, 2026	Monday, November 23, 2026
Grades Available	Thursday, October 22, 2026	Thursday, December 17, 2026	Thursday, December 17, 2026
End	**Saturday, October 17, 2026**	**Saturday, December 12, 2026**	**Saturday, December 12, 2026**

** A "W" grade prevents students from receiving the grade earned on their transcript.

To view the BYU Pathway Academic Calendar policy, go to https://catalog.byupathway.edu/academicpolicies/academicpurpose/academic-calendar

Academic Calendar

2025 GRADUATION DATES

Winter 2025

Date/Deadline	Block 1	Block 2
Graduation Survey Deadline (BYU-Idaho)	Monday, March 3, 2025	Monday, March 3, 2025
Graduation Survey Deadline (Ensign College)	Monday, February 24, 2025	Monday, February 24, 2025
BYUPW Graduation Application Deadline (BYU-Idaho & Ensign College)	Friday, February 14, 2025	Friday, April 4, 2025
Commencement (BYU-Idaho)		Friday, April 11, 2025
Commencement (Ensign College)		Friday, April 11, 2025
Awarding Process Starts	Friday, February 28, 2025	Friday, April 25, 2025

Spring 2025

Date/Deadline	Block 3	Block 4
Graduation Survey Deadline (BYU-Idaho)	Monday, June 23, 2025	Monday, June 23, 2025
Graduation Survey Deadline (Ensign College)		
BYUPW Graduation Application Deadline (BYU-Idaho & Ensign College)	Friday, February 13, 2025	Friday, August 8, 2025
Commencement (BYU-Idaho)		Thursday, July 24, 2025
Commencement (Ensign College)	Friday, April 17, 2026	Friday, April 17, 2026
Awarding Process Starts	Friday, June 27, 2025	Friday, August 22, 2025

Fall 2025

Date/Deadline	Block 5	Block 6
Graduation Survey Deadline (BYU-Idaho)	Friday, November 14, 2025	Friday, November 14, 2025
Graduation Survey Deadline (Ensign College)		
BYUPW Graduation Application Deadline (BYU-Idaho & Ensign College)	Friday, October 10, 2025	Friday, December 5, 2025
Commencement (BYU-Idaho)	Thursday, July 24, 2025	Friday, December 18, 2025
Commencement (Ensign College)	Friday, April 17, 2026	Friday, April 17, 2026
Awarding Process Starts	Friday, October 24, 2025	Friday, December 19, 2025

Please allow until the end of the block following the one in which you completed your credential for your credential to be awarded, and sufficient time for shipping.

**The Graduation Survey is NOT the application, it is to have your name appear in the program. You can still attend the commencement if you miss the deadline, however, we cannot guarantee that your name will be in the program.

Academic Calendar

2026 GRADUATION DATES

Winter 2026

Date/Deadline	Term 1	Term 2
Graduation Survey Deadline (BYU-Idaho)	Monday, March 2, 2026	Monday, March 2, 2026
Graduation Survey Deadline (Ensign College)	Monday, February 23, 2026	Monday, February 23, 2026
BYUPW Graduation Application Deadline (BYU-Idaho & Ensign College)	Friday, February 13, 2026	Tuesday, April 10, 2026
Commencement (BYU-Idaho)		Friday, April 10, 2026
Commencement (Ensign College)	Friday, April 17, 2026	Friday, April 17, 2026
Awarding Process Starts	Friday, February 27, 2026	Friday, April 24, 2026

Spring 2026

Date/Deadline	Term 3	Term 4
Graduation Survey Deadline (BYU-Idaho)		
Graduation Survey Deadline (Ensign College)		
BYUPW Graduation Application Deadline (BYU-Idaho & Ensign College)		
Commencement (BYU-Idaho)		
Commencement (Ensign College)		
Awarding Process Starts	Friday, June 26, 2026	Friday, August 21, 2026

Fall 2026

Date/Deadline	Term 5	Term 6
Graduation Survey Deadline (BYU-Idaho)		
Graduation Survey Deadline (Ensign College)		
BYUPW Graduation Application Deadline (BYU-Idaho & Ensign College)		
Commencement (BYU-Idaho)		
Commencement (Ensign College)		
Awarding Process Starts	Friday, October 24, 2026	Friday, December 18, 2026

* Please allow until the end of the term following the one in which you completed your credential for your credential to be awarded, and sufficient time for shipping.

**The Graduation Survey is NOT the application, it is to have your name appear in the program. You can still attend the commencement if you miss the deadline, however, we cannot guarantee that your name will be in the program.

Course Grade Posting

General Information

Grades are calculated based on the scores received on individual assignments within a course. Scores on individual assignments make up a final grade percentage somewhere between 0%-100%. Students are then awarded a corresponding letter grade for that course (see table below). Instructors and graders are responsible for grading all assignments which can be viewed in Canvas throughout the term. Final grades are posted on the first Thursday after a term /semester ends (day 5 after term/semester end).

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Grade Key

The key below shows the current grading scale for courses taken:

Letter Grade	Title	Upper Limit	Lower Limit	Grade Points
A	A	100%	94%	4
A-	A-	93%	90%	3.7
B+	B+	89%	87%	3.4
B	B	86%	84%	3.0
B-	B-	83%	80%	2.7
C+	C+	79%	77%	2.4
C	C	76%	74%	2.0
C-	C-	73%	70%	1.7
D+	D+	69%	67%	1.4
D	D	66%	64%	1.0
D-	D-	63%	60%	0.7
W	Withdrawal	0%	0%	0.0
F	F	59%	0%	0.0
Pass	Pass/Fail	60%	10%	0.0
Fail	Pass/Fail	59%	0	0.0
NC	No Credit	0	0	0.0
PNC	Pass No Credit	0	0	0.0

*Students enrolled in EnglishConnect courses who successfully complete all required modules will receive a PNC (Pass No Credit) grade, earning their EC3 credential. Students who do not complete all EnglishConnect modules will receive an NC (No Credit) grade.

**E grades have been awarded in the past at Ensign College, these grades are considered as a failed grade.

Course Grade Posting

Grade Changes

Procedure to Request a Grade Change

If you believe there is an error in your posted grade, you may request a review by following the steps below. Grade change requests must be initiated within **90 days** of the grade being posted.

Step 1: Contact Your Instructor

Locate your instructor's contact information in Canvas and reach out to discuss your concerns. The instructor will review your grade with you to determine if a correction is warranted.

Step 2: Instructor Submits Grade Change Request

If the instructor agrees that a grade change is appropriate, they will complete and submit a Grade Change Form to the designated school representative.

Step 3: Grade Change Processing

Once approved, the request will be forwarded to the **BYU-Pathway Worldwide Records Team** for processing. You will be notified once the grade change has been finalized.

> **Important:** Only instructors are authorized to submit grade change forms. Submissions from students, missionaries, or other individuals will not be accepted.

Transfer Credit Evaluation

Transfer Credit Evaluation- Student Portal

General Information

BYU-Pathway Worldwide students can choose to submit previous college/university transcripts for credit evaluation, though it is not required. Students are encouraged to check their Degree Progress Audit in their student portal to confirm if previous college/university credits have already been applied, if they were previously submitted to a Church Educational System school in the past five years.

BYU-Pathway Worldwide does not currently accept transfer credits from institutions outside the United States or Prior Learning Credits.

For credits to transfer, the degree-granting college or university must be in the United States and have institutional accreditation. Your official evaluation will be conducted after enrolling into BYU-Pathway Worldwide and declaring a degree. To declare a degree, see How to Choose Certificates and Degrees.

Transfer courses may be accepted as transfer credit to fulfill graduation requirements if they meet the following requirements.

- If a direct match to a course can be found, the transfer credits will be listed on the student's Degree Progress Audit in their Student Portal.

- Only transfer courses from a regionally-accredited institution with a grade of C- or higher will be accepted.

- Although transfer credits can be used to fulfill course graduation requirements, they will not be calculated into a student's grade point average (GPA). Only courses taken through BYU-Pathway Worldwide and its partners will factor into GPA.

Please allow up to 10 days for accepted credits to appear. Check for transfer credits on the Degree Progress Audit page.

Previously earned credit from BYU-Idaho, Ensign College, Pathway Connect, or an Institute of Religion are already connected to your student record. However, if you are not seeing those credits on your degree audit page, please contact BYU-Pathway Support.

BYU Pathway Worldwide

How to Submit Transfer Credits

1. Student logs into the Student Portal
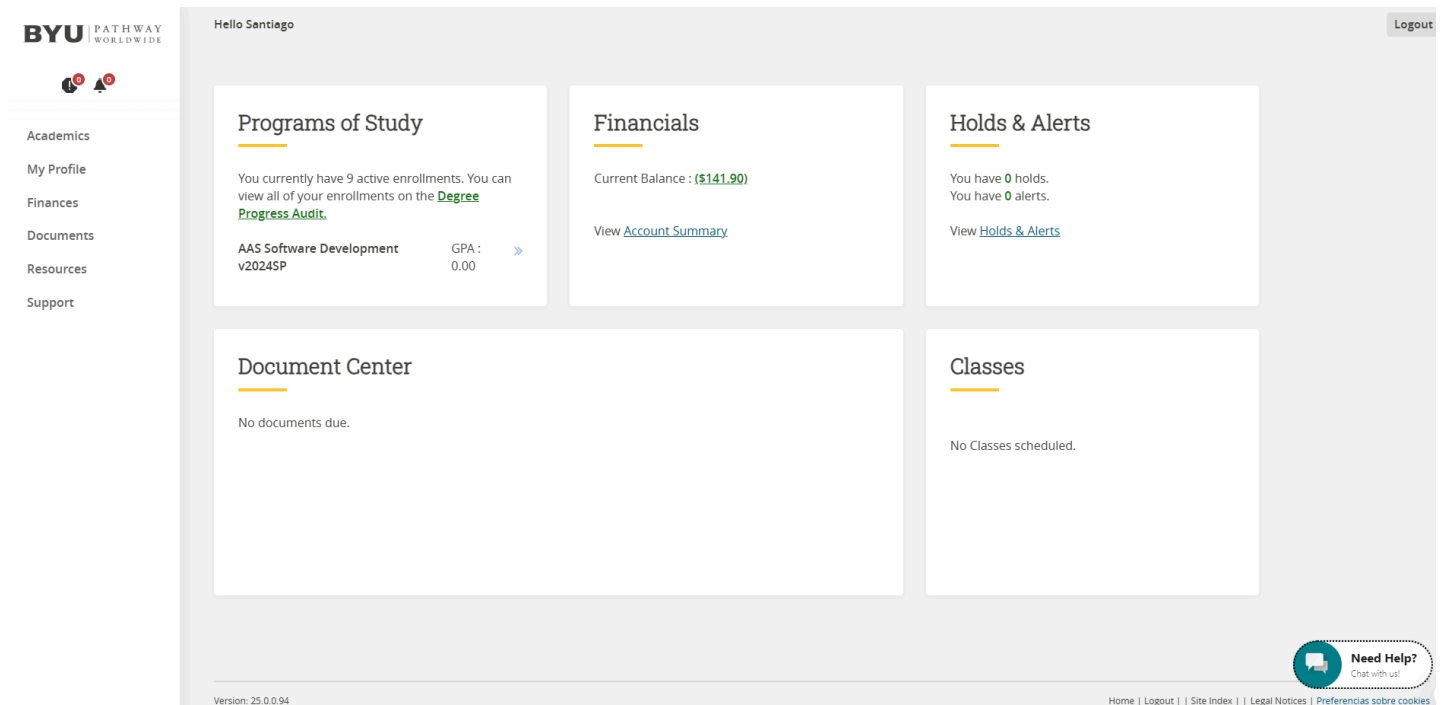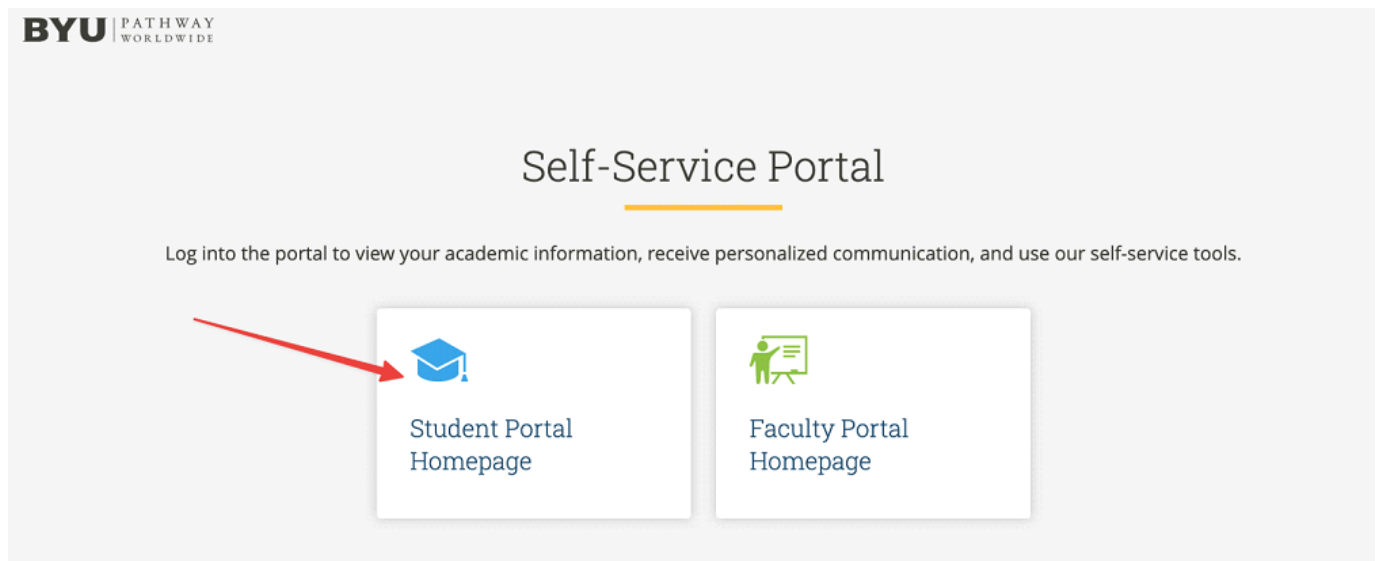
2. Student will click on "Documents" and then "Credit Transfer".

3. Student is provided with information on submitting previous college/university transcripts and then click "Continue"

4. Information is provided on how to submit a transcript(s) to BYU-Pathway Worldwide through CES Admissions Processing.

5. Student must click "Continue" to notify BYU-Pathway that they have submitted their transcript(s) and to start the evaluation process.

6. Students receive communication, via email, when their transcript(s) has been received by BYU-Pathway Worldwide.

7. Students receive communication, via email, once their transcript(s) has been evaluated and approved. The email contains directions on how to view the evaluation on their Degree Progress Audit.

Unofficial Transfer Evaluation Tool

Students can access the unofficial transfer evaluation tool through the BYU-PathwayGuide Bot here https://www.byupathway.edu/admissions/transfer-credits. Click on the "Need Help" button and type "Transfer Credits".

Students will need to provide the required information to receive an email with their unofficial evaluation results. The unofficial evaluation is an estimate of a potential official evaluation.
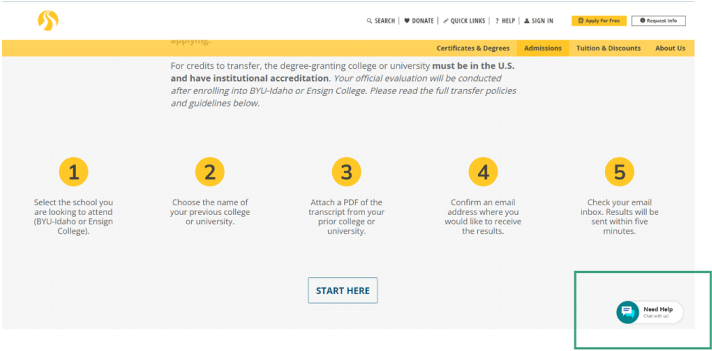
Religion Credit Policy for Transfer Students

Religion Requirements

Students are required to complete eight Cornerstone credits, which are equal to four courses: REL 200A & B, REL 225A & B, REL 250A & B, and REL 275A &B. In addition, students will need to complete six elective religion credits.

 Religion Requirement Waivers

Students with transfer credit will receive religion waiver(s) based on the number of transfer credit accepted.

Religion waivers are not given for credit earned at another Church Educational System institution (BYU, BYU-Hawaii, Ensign College, BYU-Pathway Worldwide, Seminaries & Institutes). Therefore, all transfer credit from another CES institution is excluded from the calculation of religion waivers.

Bachelor's Degree-seeking students	
Total Number of Credits	Religion Credits Required
0-14	14 (0 credits waived)
15-29	12 (2 credits waived)
30-44	10 (4 credits waived)
45-59	8 (6 credits waived)
60-74	8 (6 credits waived)
75-89	8 (6 credits waived)
90+	8 (6 credits waived)
Associate's Degree-seeking students	
Total Number of Credits	Religion Credits Required
0-14	8 (0 credits waived)
15-29	6 (2 credits waived)
30+	4 (4 credits waived)

General Information

Institute courses registered and taken through a local institute will be brought into BYU-Pathway Worldwide automatically as part of the student's application process. Students will not need to do anything to transfer their Institute courses to BYU-Pathway Worldwide.

Each month, BYU-Pathway Worldwide will pull in the completed course records from Institutes of Religion and apply the transfer records to the correct student academic record.

Institute courses taken "for Church university credit" will be accepted as transfer credit to fulfill graduation requirements if they meet the following requirements.

- Have a letter grade of A through C- or a pass (P) grade.

- Have a direct equivalent to a BYU-Idaho or Ensign College religion course depending on which school a student's chosen degree comes from).

How to Request Missing Institute Courses

If a student is missing an Institute course on their academic record, they are required to complete the 'Transfer Credit Escalation Form'. This form can be obtained by reaching out to Support at BYU-Pathway Student Support.

More information can be found on the Institute home page Institute Home Page.

Certificate and Diploma Awarding Overview

Overview

- BYU-Pathway Worldwide students will need to submit a graduation application when they have registered for the last course(s) required for a **certificate, degree, or PathwayConnect completion certificate.** A separate application must be submitted for each certificate and degree.
- Complete the Commencement Survey:
  To participate in a commencement ceremony or have your name included in the commencement program, you must complete the commencement survey. This survey becomes available after you submit your graduation application.
- The name that appears on the diploma or certificate will match the name in the Student Portal. Check for your middle name listed with your first name and in the middle name field. If it is listed in both places, it will print twice on your credential.
- For changes to take effect, Name updates must be made before BYU-Pathway awards the credential.
- Once awarded, an electronic copy of the credential will be emailed to the student's **byupathway.edu school email.**
- Students may also request a paper copy to be mailed. After receiving the electronic version, students must submit a request to have the paper copy mailed. See step five (5) below for details.
- The term "Program Version" refers to the specific credential being awarded. For instance, if you are completing the Administrative Assistant certificate, you are completing the Administrative Assistant Program Version.
- The term "Credential" refers to a diploma or certificate.

The Awarding Process

What happens once I have registered for the remaining required course(s) or complete all requirements for a program version?

Step 1: All Requirements are In Progress or Complete

• Register for the final course(s) required to complete your certificate or degree program version.

- Complete a **graduation application** on the Companion Site.
  - Log in
  - Click the Services icon at the bottom of the page
  - Click the Graduation Application tile
  - Complete and submit the application

- Applications will be reviewed after the drop deadline passes for the term (block). If your program version is on track for graduation, the status will change from Active to Pending Completion on the Degree Progress Audit found in the student portal.
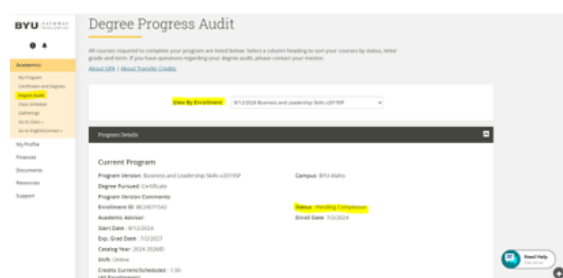
Step 2: Graduation Update

1. Notification:

- Once your application has been reviewed, you will receive an email confirming you are on track for graduation or if you are missing requirements.

2. Course Completion:

- Once your term grades are posted, the system will check if your final course(s) meet the program version's grade requirements.

Step 3: Final Course Evaluation

Term Grades Posted – two options are available.

Option 1

1. Final course(s) meet program grade requirement:

a. Program Version status is updated from Pending Complete to Complete.

Option 2

2. Final courses(s) do not meet required grade requirement:

a. Course(s) are re-planned in the Class Schedule to retake in the next available term.

b. Repeat steps 1- 3.

Step 4: Graduation Confirmation

Meeting Graduation Requirements:

- When all graduation requirements are met, the system will update your program status from Complete to Graduated on the Degree Progress Audit.

- Your certificate or degree is officially awarded.
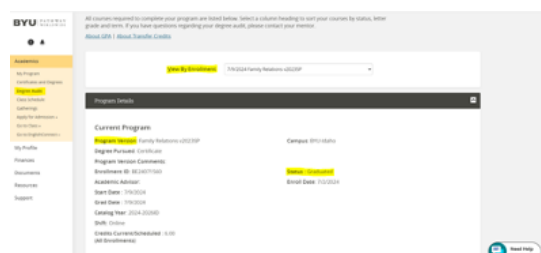
Step 5: Receiving Your Credential

Important: The name shown in your student portal will be the one printed on your certificate or diploma.

A. Electronic Credential:

- Electronic credentials will be accessible by the end of the term following the one in which the credential was awarded.
- You will receive an email to claim your electronic credential once available to your byupathway.edu email address.

B. Paper Credential:

- Students may choose to have a paper copy of the credential mailed to them.
- BYU-Pathway will cover the cost of the first printing request for each awarded certificate, associate, and bachelor's degree,
- Additional copies will be at the student's expense.

C. Printed Copy Request:

Once you have received the electronic credential copy to your student email:

- Log onto the printing website listed in the email.

- Log in using your BYU-Pathway credentials.

- Verify your mailing address and submit the printing request.

- Domestic requests take 1- 2 weeks to arrive once processed.

- International printing requests can take 3-4 months to arrive.

Congratulations on your achievement!

Awarding My Diploma

Apply for Graduation

BYU-Pathway Worldwide students will need to submit a graduation application when they have registered for the last course(s) required for a certificate or degree. A separate application must be submitted for each certificate and degree.

- Complete a **graduation application** on the <u>Companion</u> Site.
    - Log in
    - Click the Services icon at the bottom of the page
    - Click the Graduation Application tile
    - Complete and submit the application
- Applications will be reviewed after the drop deadline passes for the term (block). The review process can take 5- 6 weeks to complete and are handled in the order received.
- Complete the Commencement Survey:
  To participate in a commencement ceremony for an associate or bachelor's degree, or to have your name included in the commencement program, you must complete the commencement survey. This survey becomes available after you submit your graduation application.
- The name that appears on the diploma or certificate will match the name in your Student Portal. Check if your middle name is listed with your first name and in the middle name field. If it is listed in both places, it will print twice on your credential.
- For changes to take effect, <u>Name updates</u> must be made before BYU-Pathway awards the credential.
  All changes must be made through the student portal and cannot be requested via email or other methods.

Awarding My Diploma

Graduation Event

Please visit the following pages for specific event information.

Graduation Events - BYU-Idaho

Commencement 2025 - Ensign College

BYU-Idaho Students may choose to participate in graduation ceremonies in a different term than the one in which they complete their last degree requirement(s).
Students may choose:

- SAME term as the graduation term.
- Term BEFORE the graduation term.
- Term FOLLOWING the graduation term.

Ensign College holds one graduation event each year in April.

- Complete the Commencement Survey:
  To participate in a commencement ceremony or have your name included in the program, you must complete the commencement survey. This survey becomes available after you submit your graduation application.

Awarding My Diploma

Graduation Requirements

PathwayConnect & Certificates & Degrees

Certificates & Degrees 2024 and Forward

Must have a current ecclesiastical endorsement.
Learn how to clear an ecclesiastical endorsement hold.

Meet all program requirements
Check your degree audit to make sure you have completed all requirements. You can find your degree audit in your student portal by going to "Academics" then "Degree Progress Audit."

Minimum Grade: To satisfy a certificate or major requirement students must earn a minimum grade of C- unless otherwise noted in the specific program requirements. To satisfy General Education, college fundamentals, elective, and College and Career Success requirements students must earn a minimum grade of D-. A passing grade (P) in a Pass/Fail course will satisfy the applicable program requirement.

Graduation Catalog: A student is responsible for meeting the institutional program requirements listed in the BYU-Pathway Worldwide Catalog in which they are enrolled. Students are subject to all other policies and procedures as outlined in the catalog for the current academic year.

Resident Credits: To graduate with a bachelor's degree a student must complete a minimum of 30 credits from an awarding institution. To graduate with an associate degree a student must complete a minimum of 15 credits from an awarding institution. To be awarded a certificate a student must complete a minimum of 6 credits in the certificate from the awarding institution. Test credits and credit for prior learning are not included as residency credits.

Gathering Requirement: Students admitted as online students must successfully complete PathwayConnect or complete GE 103 as a direct admit online student.

Upper Division Credit: To graduate with a bachelor's degree, a student must complete program specific requirements of upper-division credits (300 or 400-level courses). Associate degrees do not require a minimum number of upper-division credits.

Grade Point Average (GPA): To graduate with a bachelor's or associate degree, a student must earn a cumulative grade point average of 2.0. To be awarded a certificate, a student must have a minimum certificate grade point average of 2.0.

Good Honor Code Standing: Students must be in Good Honor Code Standing to graduate from BYU-Idaho or Ensign College. Students must have a current ecclesiastical endorsement. Former students wishing to graduate but whose ecclesiastical endorsement has expired will need to submit a current endorsement before their graduation will be processed.

PathwayConnect 2024 and Forward

Students that did not complete PathwayConnect before January 2025 must complete the following requirements to matriculate from PathwayConnect to BYU-Pathway Worldwide, or to earn a PathwayConnect certificate regardless of matriculation.

1. Complete PathwayConnect Courses
Successfully finish the PC101, PC102, and PC103 courses with a minimum **grade of C** in each. Past equivalent courses no longer fulfill these requirements (E.g. GS 120, Math 100G, ENG 106).

2. Introductory Certificate Course
Complete the introductory certificate course with a **grade of C-** or higher.

3. Complete 2 credits of religion (Institute) with a passing (P) grade.

4. No Minimum Cumulative GPA is Required.

Note: PathwayConnect courses that do not meet the required grade outcomes must be retaken in PathwayConnect. Student will not be allowed to begin work on their certificate or degree program until all PathwayConnect requirements have been met.

Awarding My Diploma

Receive My Diploma or Certificate

How Do I Receive My Diploma or Certificate?

Important - the name that appears on your diploma or certificate will match the name in the Student Portal.
Update Student Information

Applying For Your Credential - Application

To apply for your certificate or diploma, log into your student portal and follow these steps:

- Select "Support" then "Companion"
- Log into Companion using your byupathway.edu email address
- Select the "Services" icon at the bottom of the page
- Select "Graduation Application"

*You will need to fill out a separate application for each credential or completion certificate you are applying for.

*If you plan to participate in one of the commencement ceremonies offered through BYU-Idaho or Ensign College, you must fill out the graduation survey contained in the application by the deadline for your name to be printed in the commencement program.

Receiving Your Credential

A. Electronic Credential:

- Electronic credentials will be accessible by the end of the term following the one in which the credential was awarded (6-8 weeks after grades have been posted).
- You will receive an email to claim your electronic credential once available to your **byupathway.edu email address**. Instructions to order a paper copy will be included in that email.

B. Paper Credential:

- Students may choose to have a paper copy of the credential mailed to them. Once the electronic copy has been received, a paper copy request must be made by the student.
- BYU-Pathway will cover the cost of the first paper request for each awarded certificate, associate, and bachelor's degree,
- Additional copies will be at the student's expense.

C. Request Paper Copy:

Once you have received the electronic credential copy to your student email:

- Log onto the printing website.

- Log in using your BYUPW credentials.

- Verify your mailing address and submit the printing request.

- Domestic requests take 1- 2 weeks to arrive once processed by the printer (not from the time the request was made).

- International printing requests can take 3-4 months for the paper copy to arrive.

D. Submit a Missing Certificate or Diploma Request:

- Go to BYU-Pathway Companion: https://companion.byupathway.edu

- Click on the "Services" icon.

- Click "Support Cases."

- Choose "Submit New Case."

- In the "Detailed Description" section of the case, request the support agent to fill out the "Report Graduation Issue" form on your behalf, provide a short description of the issue, the missing program version (certificate or diploma), the term in which it was completed, and the approximate date it was ordered.
- Click "Submit."

A support case will be created to review your request.

You will receive an email update once your request has been reviewed.
Any credentials needing to be awarded will be included in the next term's printing cycle.

Awarding My Diploma

Missing Certificate or Diploma

Missing Certificate or Diploma

If you have received your electronic credential but have not yet received your physical copy, please refer to section C of the "Receive My Diploma or Certificate" page.

If you have completed the requirements for a certificate or diploma, submitted a graduation application, and have not yet received your electronic copy, please complete the following form to submit a case to the Graduation Department, after reviewing the Degree Progress Audit steps below:

Review your Degree Progress Audit to ensure:

- All certificate courses are complete with a grade of C- or higher.

- All program version rules for the certificate or degree are met (2.0 GPA, residency requirements, etc.).

- Today's date is past the end of the term following the term you completed the credential.

- Your ecclesiastical endorsement is current.

If the answer to any of these is no, the respective requirement must be completed before your credential can be awarded. If all answers are yes, proceed with the form below.

Submit a Missing Certificate or Diploma Request:

https://nam.dcv.ms/0ofXwxC195

You will receive an email update once your request has been reviewed. Any credentials needing to be awarded will be included in the next term's printing cycle.

General Information

Student statuses indicate different stages a student may go through during their enrollment. For example, students will have different statuses when they are actively enrolled, taking a break, or graduated from a program. The student status determines what actions they are able to take and what options are available on their portal (i.e. whether a student can register, graduate, reenroll, etc.).

While a student has only one status at a time, they do have an individual status for each program version that they have participated in (to learn more about program versions, see: Degree Program Audit). The student status is set by the program version status with the most relevance, which is determined by a status hierarchy. This means that if the student has multiple program versions, the program version status with the lowest value in the hierarchy will determine the student's overall status. See a simplified status hierarchy key below:

STUDENT STATUS	HIERARCHY VALUE
Active	1
Leave	2
Admitted	3
Graduated/Program Complete	4
Withdrawn	5
No Show/Cancel/Non-Start	6

Note: The above hierarchy does not contain all possible statuses.

To illustrate how student statuses work, if a student is actively enrolled in multiple program versions but chooses to withdraw from one of them (value of 5), they will remain active because their other program versions are still active (value of 1).

Student Status

Student Status and Definitions

Below is a list of the different student statuses:

STUDENT STATUS	DEFINITIONS
Admitted	This status indicates that a student has finished the application and needs to take additional steps to finish enrolling in their program.
Non-Start	This status is assigned after three terms in an admitted status if the student does not successfully enroll in a program.
Cancel	This status is assigned if a student withdraws, switches programs, or is dismissed while in an admitted status.
Future Start	This status indicates that the student has successfully enrolled in their program, but they have not yet been moved to active yet.
No Show	This status is assigned if a student does not start their program within three terms.
Active	This status indicates that the student is active in their program. The student is changed from future start to active on day 8 of a term if they have accessed their course(s) in Canvas.
Active – Not Attending	This status indicates that the student was in an active status but did not register or participate before day 8 of the next term.
Active – Pending Withdrawal	This status indicates that the student is currently active in courses but has elected to withdraw from the program at the end of the term.
Pending Completion	This status indicates that the student is nearing completion of their program.
Leave	This status indicates that the student is not actively enrolled due to deferring their enrollment or not registering for courses for three consecutive terms. Students in this status can re-enroll without needing to re-apply.
Suspension	This status indicates that the institution has suspended a student's enrollment until concerns can be resolved/addressed.
Program Complete	This status indicates that the student has completed all the requirements in a program that has no awardable credential.
Graduated	This status indicates that the student has completed all the requirements in a program that does have an awardable credential.
Program Withdrawal	This status indicates that the student is withdrawn due to a withdrawal request, remaining on leave for 5+ years, or was dismissed by the institution.

Apostilled Documents QA

Apostille Requests

Access the request form:

https://customervoice.microsoft.com/Pages/ResponsePage.aspx?id=4UqAQunSt0Cko0WBEjQpiwmLY7n0_UlBj7T7jcyCpN1UOUM1Q0IwTDdDOE5TRkNLOU0zNkk0OFhQTS4u

Click the Services icon at the bottom of the page.
Select the Apostille button.

General Questions

What is an apostille?

An apostille is a legal certification that makes a document from one country valid in another. Employers or educational institutions outside the United States sometimes require students or alumni to have transcripts, diplomas, or certificates apostilled to be considered valid.

Can my apostilled documents be mailed to me outside of the US?

The Lt. Governor WILL NOT mail your documents to you outside of the US through the U.S. postal service. If you are not currently living in the US, your apostilled documents can be mailed to a friend or family member who resides in the US. Alternatively, you can also use a prepaid FedEx airbill to mail the documents directly to you in your country using this link. More information about FedEx airbills can be found in the "FedEx Airbill Questions" section of the webpage.

Does BYU-Pathway Worldwide (BYUPW) charge for apostilled documents?

BYU-Pathway Worldwide does not charge to print and notarize your documents. Students who need diplomas and certificates apostilled do not need to order or pay for a duplicate copy of their diploma or certificate. To avoid charges, please send your request directly to BYUPW using our Notarized/Apostilled Documents link.

How much does the Lt. Governor of Utah charge for apostilled documents?

The Lt. Governor charges $20 per document (not per page). To avoid unnecessary expenses, please verify that an apostille is required for your intended purpose.

When do I pay the Lt. Governor for the apostille?

You must enter credit card information on the Apostille Request Form. Once the Lt. Governor's Office receives notarized copies of your documents from BYUPW, they will process your request and charge your credit card. Payment for the apostilled documents must be made before they ship them to you.

If I am not able to access the link on this page to request my documents be notarized and apostilled, what should I do?

If you are unable to access the apostille request link, please email Need Email Address and we can assist you.

Apostille Request Form Questions

What country Should I list for "Country document(s) will be used in"?

List the country that requires you to have your documents apostilled. For example, if you need the apostille for employment, then it will be the country where you will work. If you need the apostille for further education, then it will be the country where you will be attending school.

What number should I provide for "Number of Documents"?

Your transcript is considered a single document regardless of how many pages it is. Each diploma or certificate is a separate document. For example, if you need an official transcript, your bachelor's degree, and 3 certificates apostilled, then you are requesting 5 documents to be apostilled.

What should I put for "Requester Information"?

You are the "requestor," and this should be your name, address, and phone number.

What should I put for "Mailing Address to return document if different from Requester"?

This is the address you want the Lt. Governor to use to mail your documents back to you. It does not have to be your own address. Since the Lt. Governor will not mail documents outside the United States, you may want to have your documents sent to a friend or family member who lives in the United States and have that person forward the documents to you.

What should I select for "Method of Payment"?

You must select the Credit Card option.

Do not select the "Check" option because we do not have a way to include a personal check from you to the Lt. Governor. Once the Lt. Governor's office receives your application and documents from BYUPW, they will process your request and charge your credit card. Please add your phone number in case the Lt. Governor's office needs to reach you regarding your application for an apostille.

What should I select for the "Method of Delivery"?

Do not select "Pick up in person" unless you live in or Salt Lake City, Utah, and intend to go to the Lt. Governor's office to pick up the apostille.

Only select the overnight/express service delivery option if you have prepaid for shipping using FedEx or another provider. You will need to upload a PDF of your shipping label so that we can print it and send it to the Lt. Governor with your Apostille Request Form. See "FedEx Airbill Questions" for more details about prepaid shipping through FedEx.

What should I put for the "Tracking #"?

Only overnight/express delivery comes with a tracking number. If you paid FedEx for overnight delivery and received a tracking number from them, then you can enter that number here.

FedEx Airbill Questions

How is the FedEx Airbill used?

The airbill is used to prepay the cost of shipping from the Lt. Governor to your desired destination. After purchasing the airbill from FedEx, you will upload a pdf of the prepaid shipping label when you submit your request form to us. We print it and send it with your Apostille Request Form and documents to the Lt. Governor. They will attach the shipping label to the envelope used to ship your documents to your desired destination.

What should I use for the "From" mailing address and phone number?

Use the Lt. Governor's office address and phone number listed on the Apostille Request Form.

Office of the Lieutenant Governor
350 North State Street, Suite 220
Salt Lake City, Utah 84114

Phone 801-538-1041

What should I use for the "To" mailing address and phone number?

The address will be where you want the Lt. Governor to send your documents. Provide a phone number where you can be reached if necessary.

Which shipping option should I select?

You can choose either the FedEx One Rate or the FedEx Standard Rates shipping option.

- If you choose the FedEx One Rate option, you will select the FedEx Envelope as the package type.

- If you choose the FedEx Standard Rates, you will use .5 pounds as the shipping weight and FedEx Envelope as the package type.

What Delivery Date should I choose?

Choose the farthest delivery date available. The Lt. Governor cannot send you the apostilled documents until they have received the documents from us and payment is captured from you.

Apostilled Documents QA

Apostille Document Request

Important Notes

- **What Is an Apostille?**
  An apostille is a legal certification that makes a document from one country valid in another. Employers or educational institutions outside the United States sometimes require BYU-Idaho or Ensign College students or alumni to have transcripts, diplomas, or other documents apostilled to be considered valid. An apostille is not used to authenticate documents from within the country they come from.

- **How Long is the Processing Time?**
  The total processing time for your request will vary. Please allow up to three (3) weeks for your request to be processed and for you to receive your documents.

Step 1: How do I Request a document to be apostilled

- Fill out the apostille request form. Request Form.
- Once the request is received you will be assigned a task in your student portal with instructions to upload the following documents:
  Utah Lt. Governor's Request Form
  Pre-paid FedEx shipping label (for mailing outside the United States).

BYU-Pathway Worldwide does not charge to print and notarize your documents.

- Students who need diplomas and certificates apostilled do not need to order or pay for a duplicate copy of their diploma or certificate.

- To avoid unnecessary charges, please send your request directly to BYU-Pathway Worldwide using our *Apostilled Documents* form.

If you are unable to access the apostille request link, please submit a new case through the Help Center or Companion App.

Step 2: How Do I Get My Documents Shipped?

Obtaining a FedEx Airbill Shipping Label

- You must include a pdf copy of a prepaid FedEx shipping label to have your documents mailed directly to you from the Utah Lt. Governor's Office in your country.

- Look for the apostille task in your student portal with instructions to upload the shipping airbill.

Step 3: Receiving Your Documents

- Once you have completed and submitted the BYU-Pathway Worldwide apostilled document request form, your request will be sent to the graduation office for processing. Processing times vary between 7 – 14 business days.

- The graduation office will print and notarize your document (certificate, diploma, or transcripts) at no charge.

- Your document(s) will be sent to the state of Utah Lt. Governor's Office along with your completed Lt. Governor's request form and your prepaid shipping label airbill.

Fees:

- The Lt. Governor's Office charges $20 U.S. dollars per document (not per page), which must be paid by the student.

- If you need transcripts, three certificates, associate's and bachelor's diploma apostilled, this will count as six (6) documents.

- You must include your credit card information on the Lt. Governor's Request Form to pay for the fees charged by their office.

    Processing/Shipping:

- After payment, it will take an additional 5 -7 business days for the Lt. Governor's Office to process your documents (does not include shipping time).

- Your documents will then be shipped from the Utah Lt. Governor's Office to the address you provided using your pre-paid shipping label.

- The Lt. Governor's Office or BYU-Pathway Worldwide is not responsible for any items lost using international shipping.

Enrollment Verification

Accessing the Enrollment Verification Form

Portal

1. Log into the student portal
2. Click Support on the left-hand side menu
3. Click Companion.
4. Click the Services icon at the bottom of the page
5. Select Enrollment Verification and fill out the form

Companion Site

1. Log into the Companion Site.
2. Click the Services icon at the bottom of the page.
3. Select Enrollment Verification and fill out the form.

Students needing a specific enrollment form filled out and signed by our office should submit a ticket through the <u>Help Center</u>.

1. Log in to the Help Center
2. Click Submit a New Request
3. Fill out all required fields and the Description box
4. Attach a PDF of your form using the Choose Files button
5. Submit the request

*Note - physical copies of verification forms will not be accepted.

Academic Exceptions Petition

<u>Academic Exceptions Policy</u>

The academic exception petition process is designed to accommodate students with extenuating circumstances or emergencies beyond their control that may impact their academic records

Petition reviews may be requested for situations such as dropping or withdrawing from courses after the published deadlines.

- Petitions must be submitted **within 90 days** of the academic term for which the student is requesting an exception to academic policy. This process is designed to assist students facing extenuating circumstances or emergencies beyond their control that may affect their academic records.
- The standard for students petitioning for a late drop or withdrawal exception is:
  Did an extenuating situation exist that prevented the student from acting for themselves to drop or withdraw from the courses being petitioned by the established academic deadline(s).
- Only school academic policies can be appealed; federal guidelines and/or requirements are not subject to this process.

Academic Exceptions Petition

Requesting Academic Exceptions

To begin an academic exception request, follow these steps:

1. Go to companion.byupathway.edu

2. Select the **"Services"** button at the bottom of the page.

3. Click on **"Academic Exceptions Petition."**

Fill out and submit the form

Note - the form is only available for terms within the past 90 days.

The Registrar Office follows these steps to review and approve academic exception petitions:

Step 1: Student initiates the request.

Step 2: Student submits the petition form.

Step 3: The Exceptions Committee may gather additional information based on the petition.

Step 4: All provided documents and details are reviewed by a committee.

Step 5: Final decision is reached.

Step 6: Notification of the decision.

Step 7: If applicable, changes to the official record are applied based on the committee's decision.

FERPA

Information about the Family Education Rights & Privacy Act (FERPA) and how it applies to students, employees, parents, and others.

Family Education Rights & Privacy Act (FERPA)

The United States Congress passed the Family Educational Rights and Privacy Act (FERPA) in 1974 to afford certain rights to students concerning their education records. The primary rights afforded to students who attend a postsecondary school such as Brigham Young University-Idaho are the right to inspect and review their education records, the right to seek to have their records amended, and the right to have some control over the disclosure of information from the records. Brigham Young University-Idaho may not disclose information contained in education records without the student's written consent except under certain limited conditions.

FERPA & BYU-Pathway Worldwide Registration

Consistent with the Family Educational Rights and Privacy Act (FERPA), BYU-Pathway Worldwide generally prohibits the release of student educational records without the express consent of the student.

A student who wishes to share their personal account information with a third party may do so through their student portal under **My Profile > Privacy Settings > Consent > Add Person**.

The BYU-Pathway Student Records Office maintains student records in accordance with FERPA. Learn more about FERPA and how it protects your educational privacy.

BYU-Pathway FERPA Policy

Student Portal Overview

General Information

The student portal is essential for ensuring a smooth experience for all BYU-Pathway Worldwide students. Students can change their personal information, view academic information, and use our self-service tools. You will need to use your byupathway.edu email and password to log in. Please see the additional resources and information below on how to navigate your student portal.

1.1 Accessing the Student Portal

To log in you will need your byupathway.edu email and password. If you have forgotten your login information, the chatbot feature on the bottom right can help.
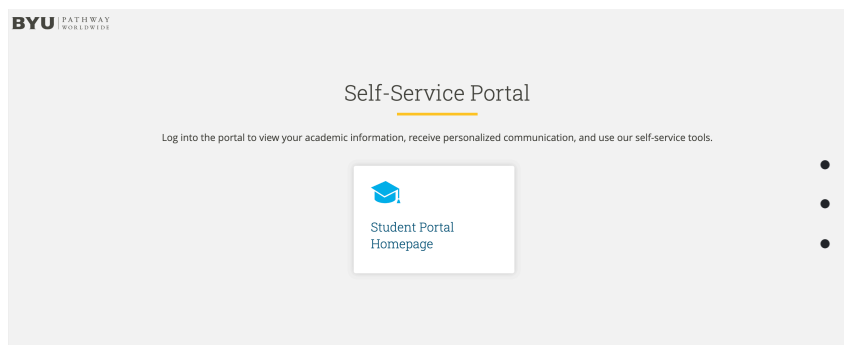
2.1 Student Portal Features

View Registered Courses

- Homepage > Classes Tile
- Toggle between Term and Semester courses if needed
- Students may need to scroll down to see all courses

BYU Pathway Worldwide

Programs of Study

You currently have 5 active enrollments. You can view all of your enrollments on the **Degree Progress Audit.**

AAS Applied Technology v2019FA   GPA : 0.00 »

Financials

Current Balance : **$139.50**

View **Account Summary**

Holds & Alerts

You have **0** holds.
You have **0** alerts.

View **Holds & Alerts**

Document Center

No documents due.

Classes

25T3

BS Applied Technology Requirements
COMM150 - Interpersonal Theory & Practice
BUS115 - Business Applications
FAML220 - Parenting

1. Academics

The Academics section of your student portal houses all information about your academic programs. Students can navigate to this tab to add programs they are eligible for at BYU-Pathway Worldwide, plan and view their class schedule for each term, and declare and change their online degrees and certificates.

BYU | PATHWAY
WORLDWIDE

Academics

My Program

Certificates and Degrees

Degree Audit

Class Schedule

Gatherings

Go to Class »

Go to EnglishConnect »

2. My Profile

The My Profile section of the student portal contains all your personal/demographic information. Students wanting to update their personal information will navigate to this tab.
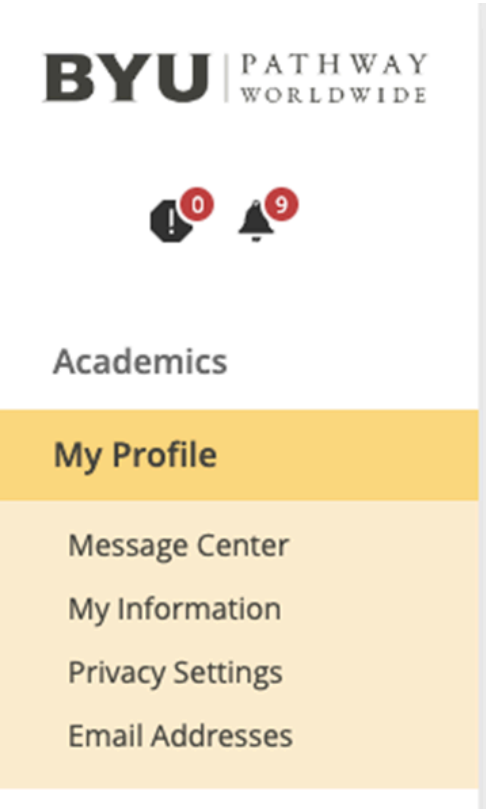
3. Finances

The Finances section allows students to view information about their tuition, check eligibility for tuition discounts, and learn how to pay for their tuition.

4. Documents

The Documents section houses all information that requires students to submit further documentation. Students can see what documentation is required, request Ecclesiastical Endorsement, view unofficial transcripts, submit previous college/university transcripts for credit evaluation, submit English assessment scores, and view or print 1098T IRS forms.

5. Resources

The Resources section houses additional information to help students improve their academic journey and create a sense of community. These additional resources include free student software, information on how to prepare and find a job/career, disability assistance, ways to find community, and additional resources available through Student Wellness.

6. Support

The Support section contains additional information to help students succeed academically. From here, students can access the My Success Team to help with questions. Additionally, they can access support from mentors, service missionaries, and instructors via online chat.

BYU | PATHWAY WORLDWIDE

Academics

My Profile

Finances

Documents

Resources

Support

My Success Team

Help »

Holds on Student Accounts

General Information

BYU-Pathway Worldwide applies holds on student accounts to ensure adherence to key policies or to prompt the student to take certain actions. Depending on the hold, it may prevent a student from doing the following:

- Registering for courses in an upcoming term

- Graduating or being awarded a degree/credential

- Receiving a refund

When a hold is applied to a student account, the relevant hold can only be removed once the student takes all essential action(s) or it has been determined that the student is eligible to have the hold removed.

Holds on Student Accounts

How to Review Holds

How to Review Holds

Students can navigate to their holds via the homepage of their student portal. Once logged in, an indicator on the left menu shows the number of holds applied to the student. You can also view the number of holds applied on the "Holds & Alerts" tile. Select either of these objects to navigate to additional details about the hold(s) applied.
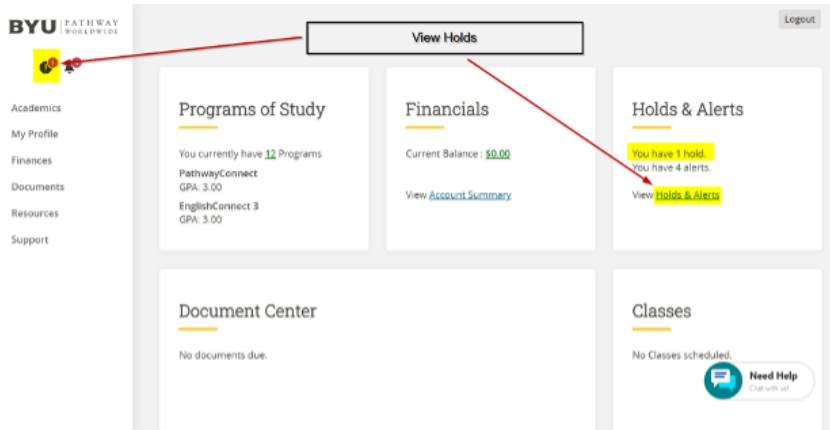
The "Message Center" lists all the holds applied on a student account. The "Hold Subject" indicates the type of hold while the "Hold Message" describes why the hold was applied and how to remove it.
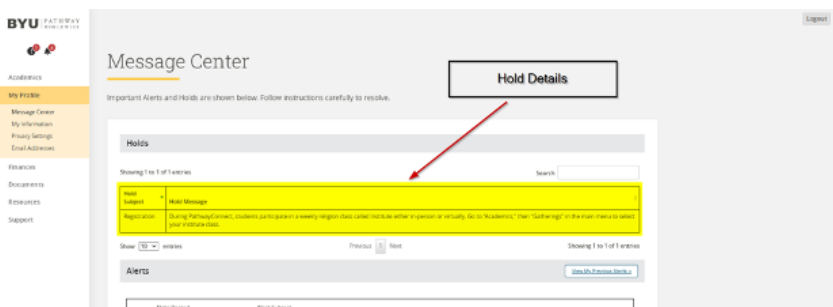
Holds on Student Accounts

Common Hold Reasons & How to Resolve Them

Common Hold Reasons & How to Resolve Them

Ecclesiastical Endorsement

Students in certificate and degree programs are required to have an active ecclesiastical endorsement in order to participate. A student may be placed on hold if any of the following is true:

- Student has never received an ecclesiastical endorsement

- Student has not received an ecclesiastical endorsement for over a year (i.e. endorsement has expired)

- Student's endorsement has been rescinded

Resolution: Once a student completes the endorsement process and receives a valid endorsement, their ecclesiastical endorsement hold will be removed automatically.

Select Class/Gathering Time

During EnglishConnect and PathwayConnect, students are required to attend a gathering. In addition, students in PathwayConnect and Certificate & Degree programs are also required to attend an Institute class. Students who have not selected their gathering and/or their Institute class time may be placed on hold until they have done so.

Resolution: Once a student successfully selects a gathering or class time in their portal, the hold will be removed automatically.

Honor Code Compliance & Behavioral Concerns

All students are expected to abide by the CES honor code. When honor code or behavioral concerns arise, a student may be placed on hold until such concerns are resolved through the Student Wellness Office. Students may be placed on hold for one or more of the following reasons:

- Honor Code Violations
- Academic Dishonesty
- Disruptive Behavior
- Title IX/Sexual Misconduct

Resolution: Removal of these holds is coordinated through the Student Wellness Office. Once a student has met the requirements as determined by the Student Wellness Office, the hold will be removed by a representative of that office.

Tuition Owed

Students are required to pay their tuition in order to register for the next term or to be awarded a credential (certificate or degree).

Resolution: Once a student has paid their tuition in full and has reached a zero balance, the hold will be removed automatically.

My Program Overview

General Information

BYU-Pathway Worldwide students add programs of study using My Program from the options available in the navigation menu on the left side of their Student Portal. Available programs include EnglishConnect, PathwayConnect, and Certificates and Degrees.

Add Program

Students will need to answer various questions to determine what program(s) they are eligible for at BYU-Pathway Worldwide. Once they complete all the required questions, they are shown the eligible program options to select from.

My Program Overview

How to Use My Program

How to Use My Program

1. Student logs into the Student Portal
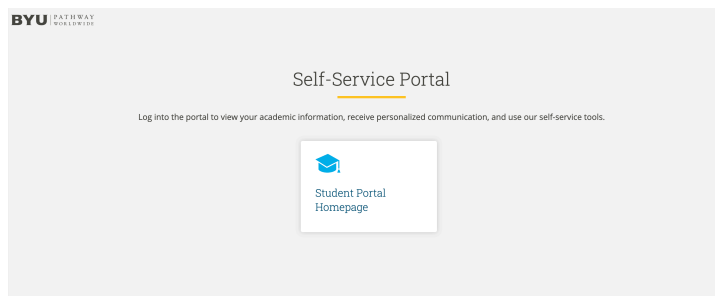
(Student Portal home screen)
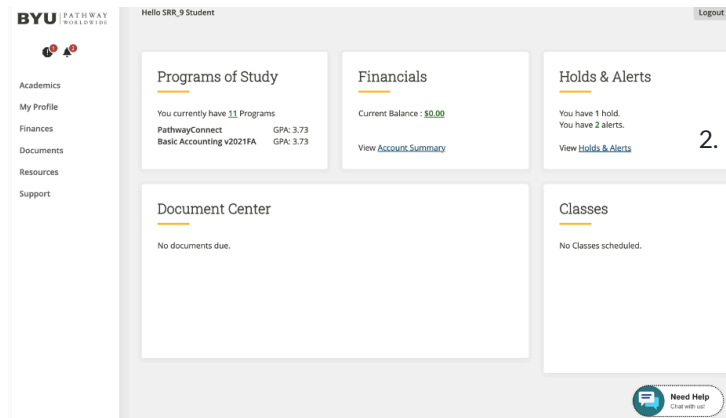
2. Student clicks on **Academics** and then **My Program**

3. Student clicks on **Choose Action** and selects **Add Program**
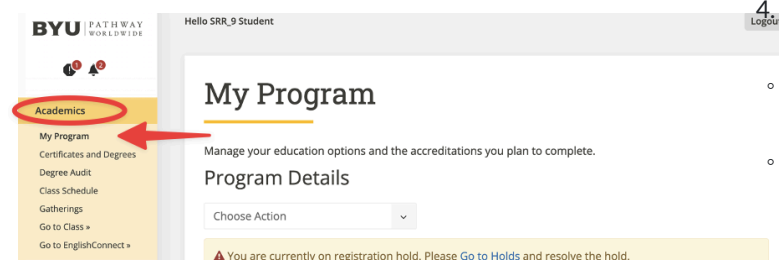
4. Student must answer a few questions to be given the programs they are eligible for.
   ◦ Student clicks "Continue" after answering all the required questions.
   ◦ Student selects their Program from eligible options shown to them.
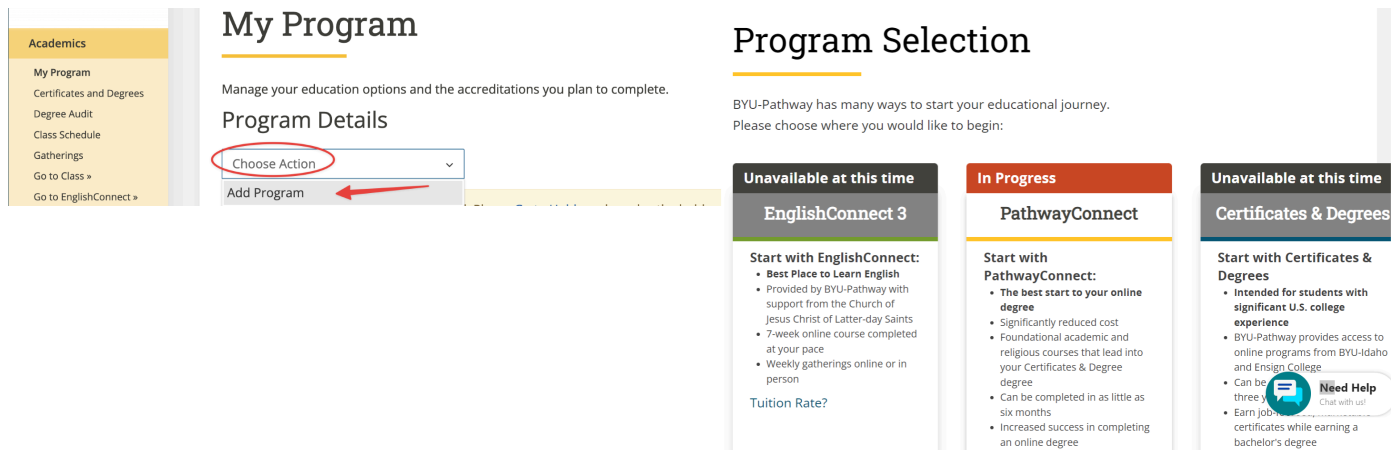
Cancel Program

Students can choose to withdraw from either one or more of their programs or ALL or their programs.

Take a Break/Pause

Students can take a leave of absence or break from their academic studies.

Certificates and Degrees Overview

General Information

BYU-Pathway Worldwide students can declare and change their online certificates and degrees by choosing their Career Path through their student portal. After declaring their career path, students will see their projected graduation term.

There are some degrees that have required certificates that must be taken and others that have options that can be chosen by the student. These are outlined in the Degree Options section below.

Certificates and Degrees Overview

How to Choose Certificates and Degrees

1. Student logs into the Student Portal

(Student Portal home screen)
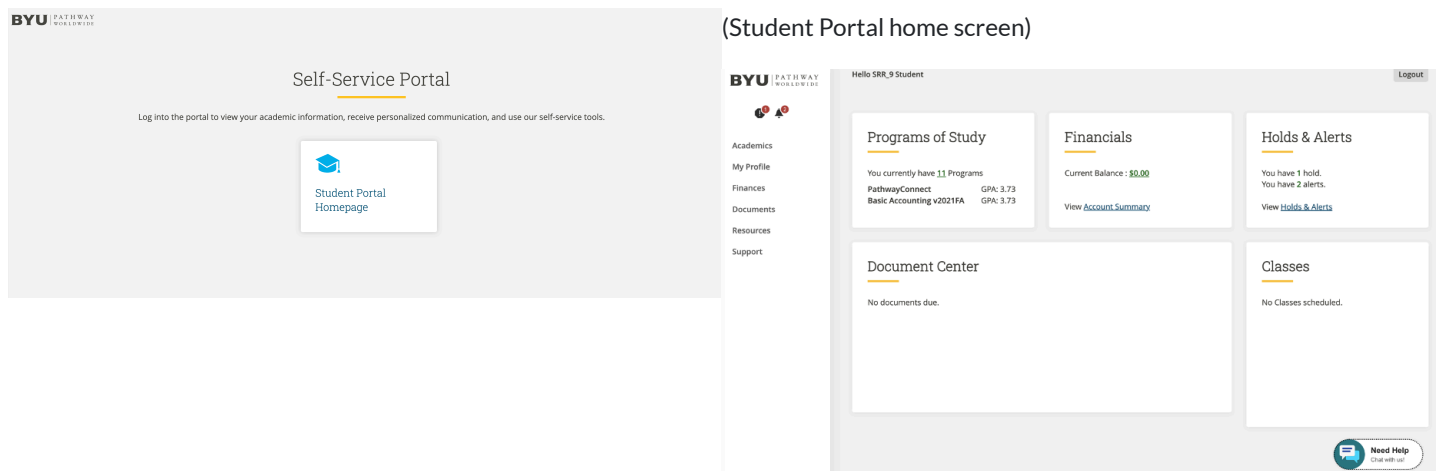
2. Click on "Academics" and then "Certificates and Degrees".
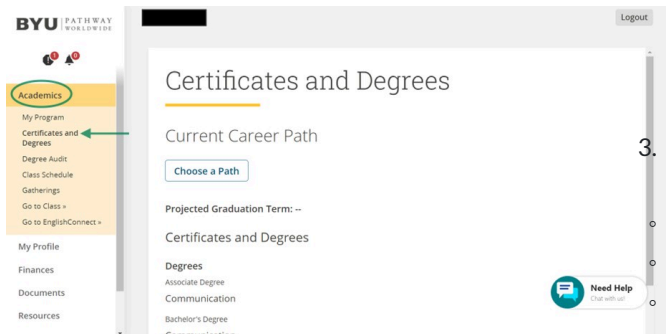
3. Click "Choose a Path" and follow the prompts to choose the following in order:
   ◦ Bachelor's Degree
   ◦ Associate Degree
   ◦ Introductory Certificate (first certificate)
   ◦ Intermediate Certificate (second certificate)
   ◦ Advanced Certificate (third certificate)

My Career Path

Current Career Path

Choose a Path

Projected Graduation Term: --

Certificates and Degrees

Degrees
Associate Degree
--

Bachelor's Degree

Need Help
Chat with us!

My Career Path

Choose Career

Careers

Select One....

Business
Health
Technology
Communications
Interdisciplinary Studies
Family Studies

...eck out career options here
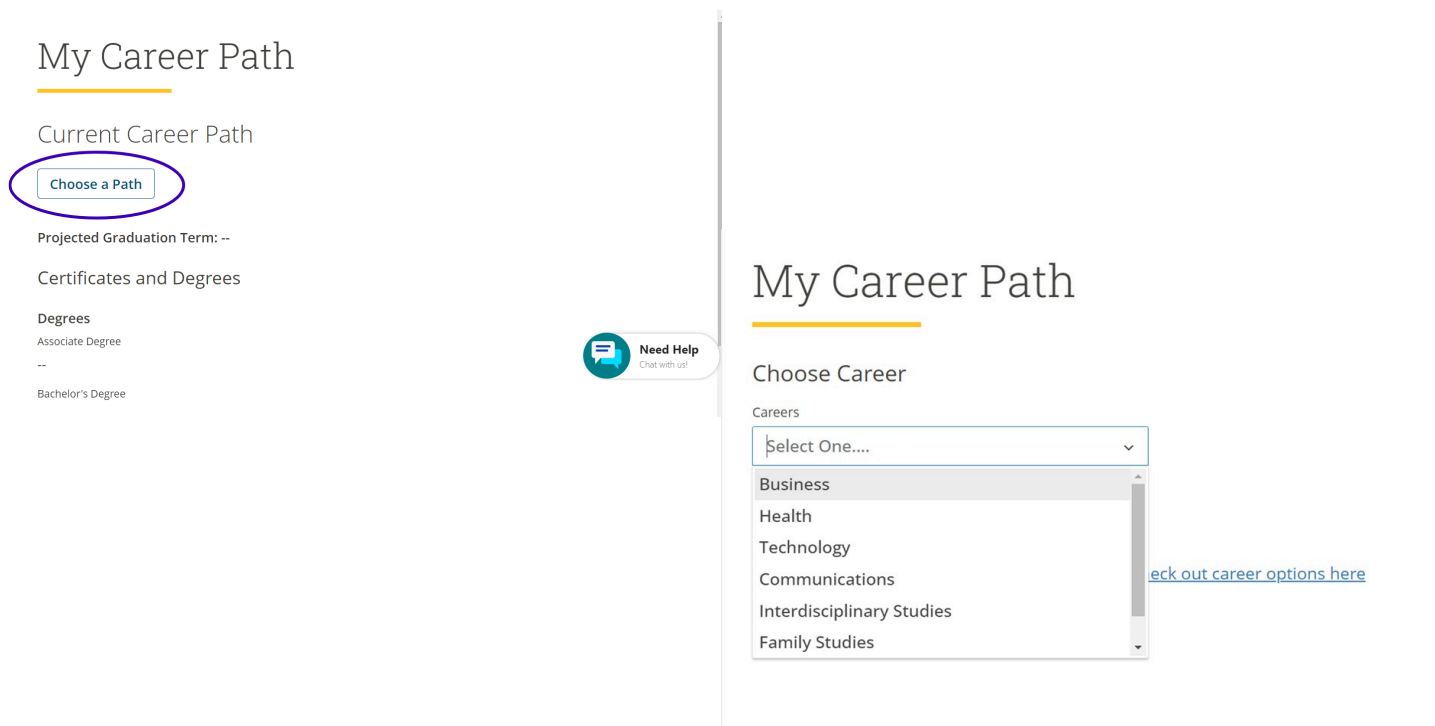
4. Student will acknowledge, agree, and submit their degree and certificate selections by checking the box and clicking "Submit".

Academics
My Program
Certificates and Degrees
Degree Audit
Class Schedule
Gatherings
Go to Class »
Go to EnglishConnect »

My Profile
Finances
Documents
Resources
Support

Career Path Summary
Please review your choices, once you submit, all changes are final, void, non-refundable

New Career Path Details

New Career Pa...

Bachelor's Degree...
Applied Health

Associate Degree
Applied Health

Introductory Certi...
Community and ...

Intermediate Certi...
Health Program S...

Advanced Certificate...

Change Career Path ×
What does this mean?
- Projected graduation term will or may change
- Cost will or may change
- General Program requirements
- Do you have a laptop? checklist

☑ By checking this box, I acknowledge and agree that ....

Submit   Close

5. You can now view your declared Career Path in your Student Portal.

Academics
My Program
Certificates and Degrees
Degree Audit
Class Schedule
Gatherings
Go to Class »
Go to EnglishConnect »

My Profile
Finances
Documents
Resources
Support

Current Career Path

Choose a Path

Projected Graduation Term: --

Certificates and Degrees

Degrees
Associate Degree
Applied Health

Bachelor's Degree
Applied Health

Certificates
Introductory Certificate
Community and Environmental Health

Intermediate Certificate
Health Program Strategies

Advanced Certificate

Degree Options

Students can see more information on their degree options in the BYU-Pathway Worldwide catalog.

Overview

The **Degree Progress Audit (DPA)** is the official document used by BYU-Pathway Worldwide to verify that all degree requirements have been met for a specific program version. It allows students to track their progress towards completing their degree.

Transfer Credits: If you submitted college or university credits to a Church Educational System school within the past five years, students are encouraged to check their Degree Progress Audit to confirm whether the credits have already been applied before re-submitting them.

Program Version: Program Version is the term used to refer to a specific credential (certificate or diploma). For example, if you are working toward the Administrative Assistant certificate, you are enrolled in the Administrative Assistant program version.

Building a Degree
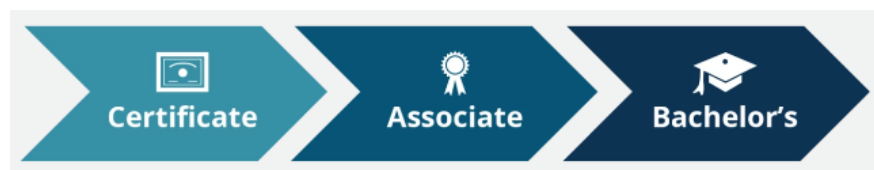
• Every degree program starts with a certificate, with every course contributing to the completion of a degree.

• BYU-Pathway's certificate-first structure allows students to earn marketable certificates boosting their employability before finishing a degree. Students earn all of this for the same cost and time as one bachelor's degree!

• Students are enrolled in both an associate and a bachelor's degree program.

o An associate degree requires two certificates along with general and religious education courses. Like certificates, associate degrees also build toward a bachelor's degree.

o A bachelor's degree includes all the requirements of an associate degree, a third certificate, and additional general and religious education courses.

Degree Progress Audit (DPA) Guide

How to Use the DPA

The DPA helps students view the status of their program version progress, including completed, in-progress, and remaining requirements.

Accessing the DPA

Log into the Student Portal. On the left-hand navigation bar, select **Academics > Degree Progress Audit**

Viewing Your Degree by Enrollment

• Each bachelor's and associate degree are made up of program versions, each outlining the courses required to complete the program version for graduation.

• Students may also choose to enroll in additional program versions like EnglishConnect or PathwayConnect.

Bachelor's degrees consist of the following:

• All program versions that make up the Associate of Applied Science degree

• Certificate 3 Program Version

• Bachelor's Requirements (general elective and religion requirement program versions)

Associate's degrees consist of the following:

• Certificate 1 Program Version

• Certificate 2 Program Version

• Associate's General Elective and Religion Requirements Program Versions

*Depending on the degree, additional required program versions may be listed.

To view each program version, select it from the **View By Enrollment** dropdown menu.

Program versions include:

• EnglishConnect

• PathwayConnect

• Certificate 1

• Certificate 2

• Certificate 3

• Religion

• Generals & Religion (associate electives and religion requirements)

• Bachelor's Applied Requirements (bachelor electives and religion requirements)

Associate & Bachelor Program Versions

The Associate of Applied Science program version will display all of the program versions that include requirements to complete the associate's degree.
The Bachelor of Applied Science program version will display all of the program versions that include requirements to complete the bachelor's degree (which includes all of the associate program versions).

These two program versions will be completed as the program versions containing the associate and bachelor's degree criteria are fulfilled.

• Associate of Applied Science Program Version (certificate 1, certificate 2, General Electives, and religion courses).

• Bachelor's of Applied Science Program Version (all associate degree PVs, certificate 3, additional General Electives, and religion courses).

Degree Progress Audit (DPA) Guide

DPA Sections

The DPA for each program version is divided into several sections, though not all sections will appear for every program version.
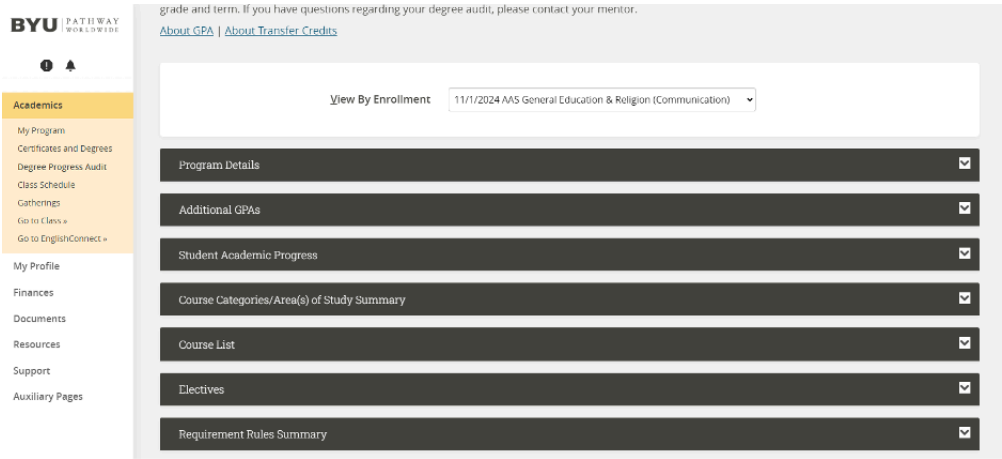
1. Program Details

This section includes the following information:

1. Program Version

2. Campus

3. Degree Pursued: notes if the program version is awardable or not awardable

4. Enrollment ID

5. Status: Future Start, Active, Program Withdrawal, Graduated

6. Enroll Date

7. Start Date

8. Expected Grad Date

9. Catalog Year

10. Shift: Online

11. Credits Current/Scheduled
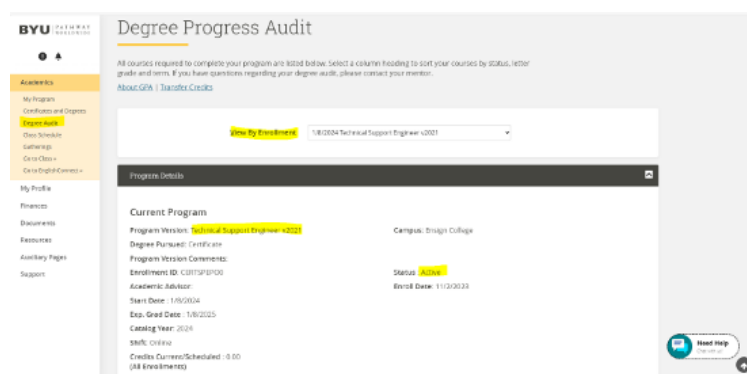
2. Additional GPAs

The Additional GPAs section provides key GPA information.

1. Grade Point Average (GPA): A numerical representation of a student's academic performance, calculated by dividing total grade points by total credits. Example: if a student earns 35.2 grade points over 13 credits, their GPA is 2.71.

2. Cumulative GPA: The overall average of a student's grades across all terms.

3. Quality Points: Calculated as the grade point value multiplied by the number of credit hours for each course. For example, a grade of B (worth 3.0 grade points) in a 3-credit course equals 9 quality points.

4. Quality Units: The total number of credit hours each course earns.

5. Units Attempted: The total number of credits a student has enrolled in, regardless of the grades received.

6. Units Earned: Total number of credits a student has successfully completed with a passing grade. For certificate courses, a passing grade is a **C-**. For electives or General Education courses students must earn a **D-** or higher.

For detailed information about the grading system, click the **About Grades** link at the top of the page.

3. Student Academic Progress Bar

This section offers a visual overview of the credits required, fulfilled, and unfulfilled for the selected program version.

4. Course Levels

Displays lower and upper division course information.

5. Courses Categories/ Area(s) of Study Summary

Review progress and details by program version in course categories.

6. Course list

A detailed list of courses and course information.

7. Electives

• Courses will appear in the Electives Section if multiple options fulfill the course requirement.

o For instance, if the required General Elective math course is MAT108 Math for the Real World, and there are other equivalent math courses, the Quantitative math menu will show up in the Electives Section of the DPA.

o Until a math course is registered, the Quantitative menu will indicate "No Records Found."

o Once a course is registered, it will be listed in this section. Click the Plus button to view the course details.

o If courses do not have equivalents, the Electives section will display No Records Found or will not be displayed.

• **Students are not permitted to choose which course to take from the list of equivalent courses**; they must enroll in the prescribed course.

8. Requirement Rules Summary

If a program version requires additional requirements for completion, they will be outlined in this section.

Examples of these requirements include:

• **Grade Point Average (GPA)**: The minimum GPA needed to obtain the credential.

• **Number of Credits**: The minimum number of credits required to earn the credential.

• **Residency Rules**: Specifies the number of credits that must be earned either online or on campus through the institution.

• **Upper Division**: Refers to the number of credits earned from courses numbered 300 or above. For example, REL 333 provides 2 credits of upper-division course work.

Degree Progress Audit (DPA) Guide

Viewing Catalog Requirements

Students can view their Certificate and Degree requirements in the BYU-Pathway Worldwide catalog.

1. Students will need to know the catalog year for their certificates and/or degree.

   a. This can be found in the Student Portal.

   b. Click on Academics->Degree Progress Audit->View By Enrollment

   c. Students will need to view each enrollment to see the catalog year

d. The catalog year is shown as highlighted below

2. Students will then look up their certificate or degree requirements in the BYU-Pathway Worldwide catalog.

    a. The main page shows the 2024-2025 catalog options. If a student needs to look at another catalog year they will click on "All Catalogs" and choose the desired catalog.

b. Students can filter their options by Degree or Certificate and then search for the name of the Program they would like to see the requirements for in the search bar OR view the results on the right.
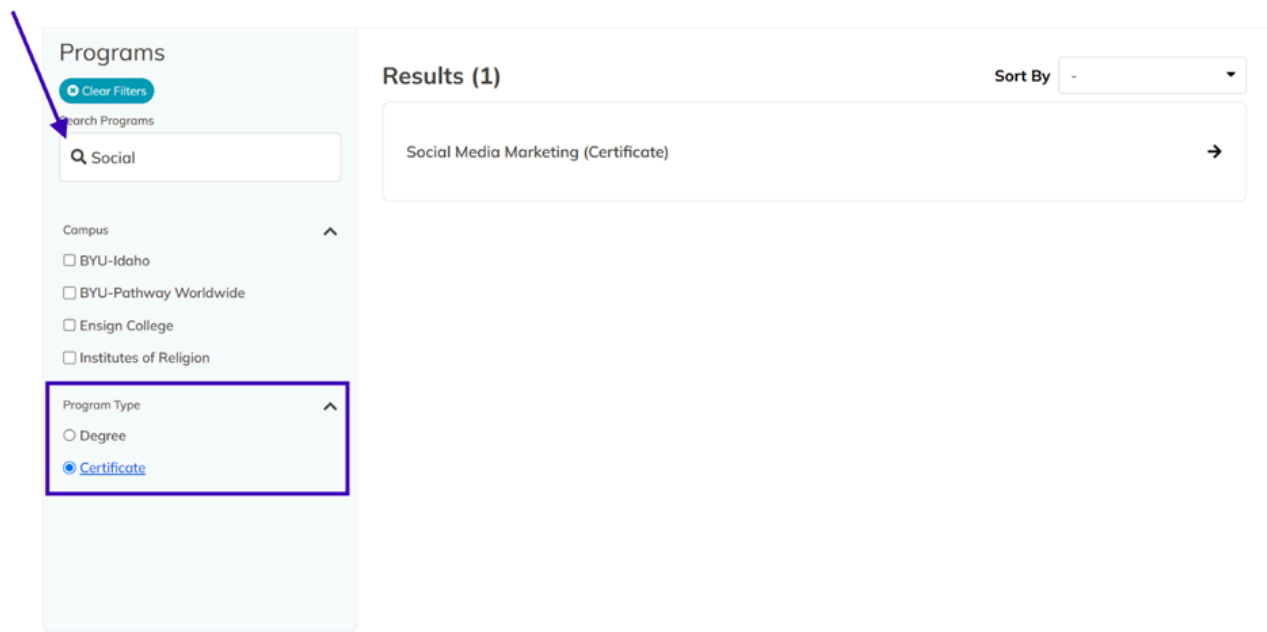
c. Click on the name of the Program to view the requirements. You can view the description, employment opportunities, learning outcomes, and program requirements.

Catalog Year

The Program Version **catalog year for a degree or certificate** refers to the specific academic year in which a student first enrolls in a degree program. It determines the set of academic requirements—such as general education, major, and graduation requirements—that the student must fulfill to earn their degree. The catalog year is important because university curricula and policies can change from year to year.

A student's certificates, associate's, or bachelor's degrees can be on different catalog years. Students need to verify the correct catalog year to ensure they are viewing the correct requirements for their certificate or degree.

Steps to View Your Catalog Year:

- Log into the Student Portal.
- Navigate to the 'Academics' tab in the left menu.
- Click on 'Degree Progress Audit.'
- In the 'View by Enrollment' dropdown, choose which enrollment to view (Certificate = Your Certificate's name) (Bachelor's Degree = Your Degree Name).

- Under 'Program Details,' view the catalog year you are looking for.

Catalogs expire after six (6) years.

Class Schedule Overview

General Information

BYU-Pathway Worldwide students use this tool in their student portal to plan, view, add, or remove courses for each academic term.

Courses are planned according to BYU-Pathway Worldwide's certificate-first approach. As students choose their degree and certificate program, their courses will automatically be planned and sequenced throughout each term and academic year. This includes courses for certificates, general education, religion, and other program requirements.

Program Rules

PathwayConnect
Students follow a set schedule during their first three terms:

- First Term: PC101 + Religion Course
- Second Term: PC102 + Religion Course
- Third Term: PC103 + Religion Course + First Course of the Introductory Certificate

Certificate and Degrees Program

- Courses are planned in a set sequence.
- Students may take up to four courses per term.

Priority Registration Deadline - 28 Days Before the Start of the Term

Registration is always open, and students can register for up to three terms in advance.

- To ensure a reserved seat in a course section, students must register at least 28 days before the start of the term.
- After the priority registration deadline, registration is available based on seat availability.
- Planned courses in a term may change due to seat availability, course updates, or the successful completion of a course.

Registration Hold

If a registration hold is placed on a student's account, it will prevent future course registration and may result in the removal of all currently registered courses. Once the hold is resolved, the student may re-register for the available terms. Courses will be planned based on seat availability. All courses must be registered first, after which any unwanted courses may be dropped. (add link to holds)

Retakes

Courses that do not meet the minimum grade requirement will be automatically re-planned in a future term by the course planning tool. Retaking a course will not result in earning additional credits. For more details, please refer to the Course Retake Policy.

Registration Overview

- Priority Registration: Students who register at least 28 days before the start of the term will have a seat reserved in a course section. After this deadline, registration will be available based on seat availability. (add academic calendar link)
- If courses are not registered before the priority deadline, planned courses in a term may change based on seat availability, course updates, or the successful completion of a course.
- Students are registering for a term and not specific courses.
- Registration is always open. Students may register for up to three terms at a time. Students only pay for one term at a time.
- If a hold that prevents registration is placed on the student account at any time, all registered courses will be unregistered. Once the hold preventing registration is resolved, students must re-plan the available three semesters.

- Students must register for all listed courses in the term. Unwanted courses can then be dropped.

Class Schedule Overview

How to Use Class Schedule Tool

Step 1: Click on Academics

Step 2: Click on Class Schedule
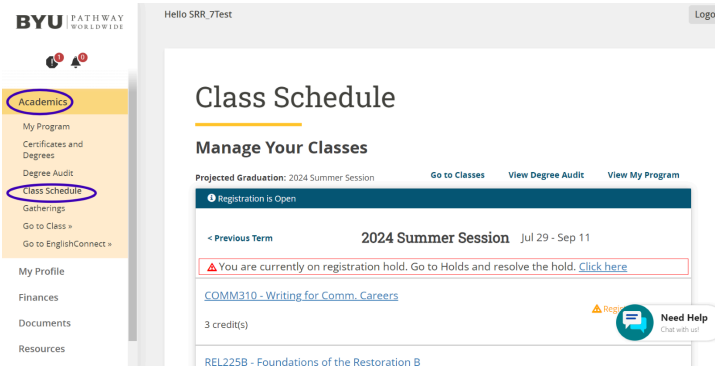
Step 3: Click the +Add Course button to add a course(s) to the displayed term.

Step 4: Click Add Course from the dialog box that opens.
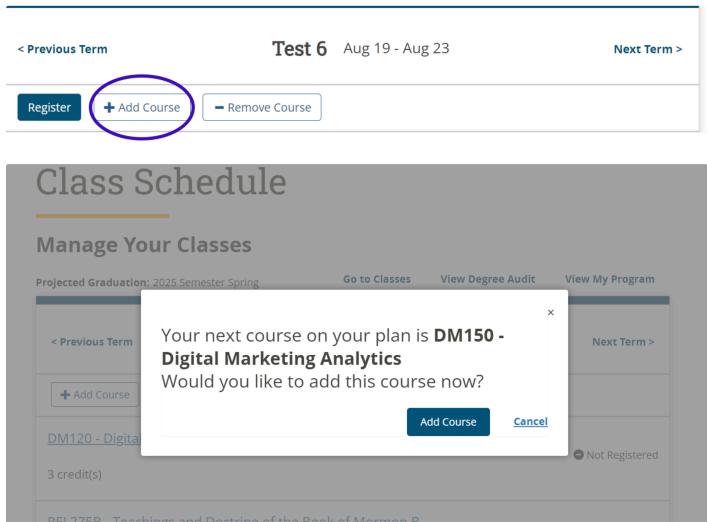
Step 5: Click the -Remove Course button to remove a course(s) from the displayed term.

Step 6: Click Confirm from the dialog box that opens.
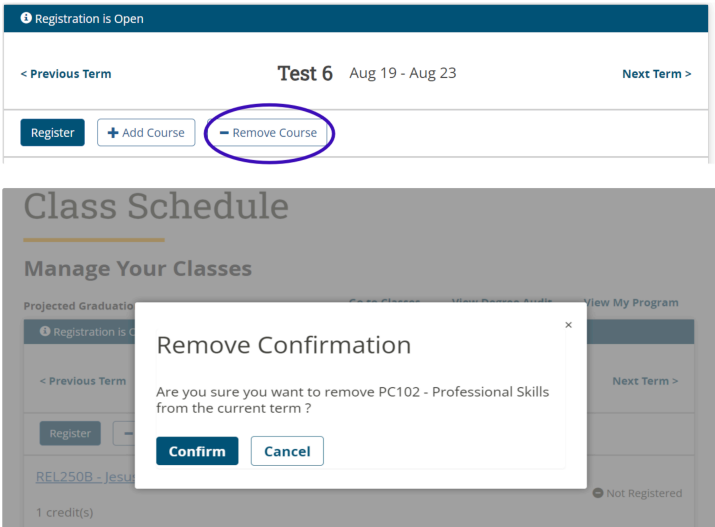
Step 7: Click Previous Term and/or Next Term to view other terms in your Class Schedule.
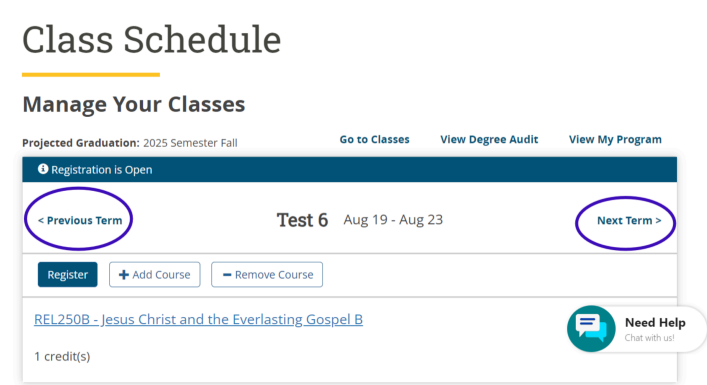
Class Schedule Overview

How Do I Register & Drop Courses in a Term

Step 1: Log In

- Click the Student Portal Homepage Tile.
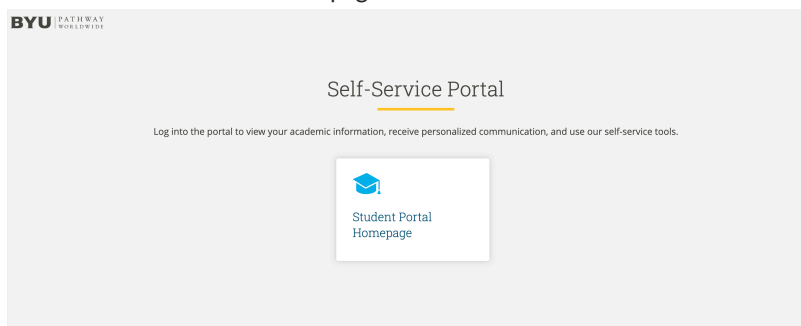
Step 2: Remove Registration Holds

- Click on the Alerts Icon.
- Follow the instructions to remove any registration holds that may be blocking your registration.
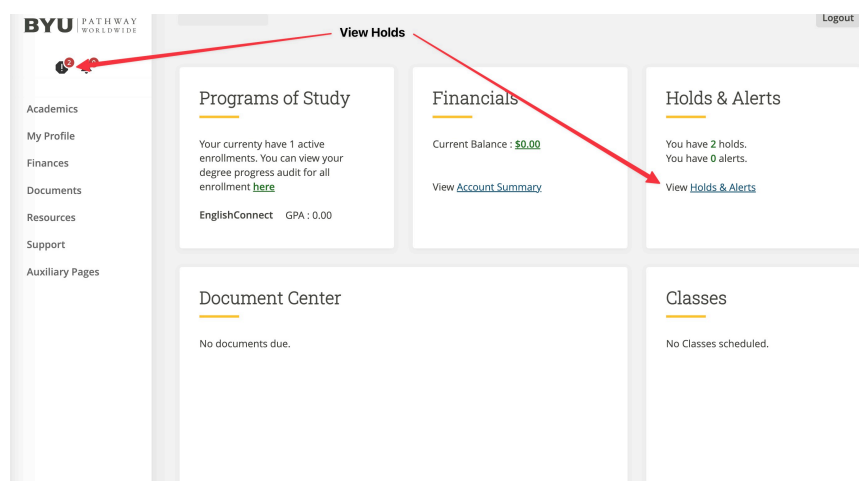
Step 3: Navigate to Class Schedule

- Click on Academics to expand the menu.
- Click on Class Schedule to view your schedule.
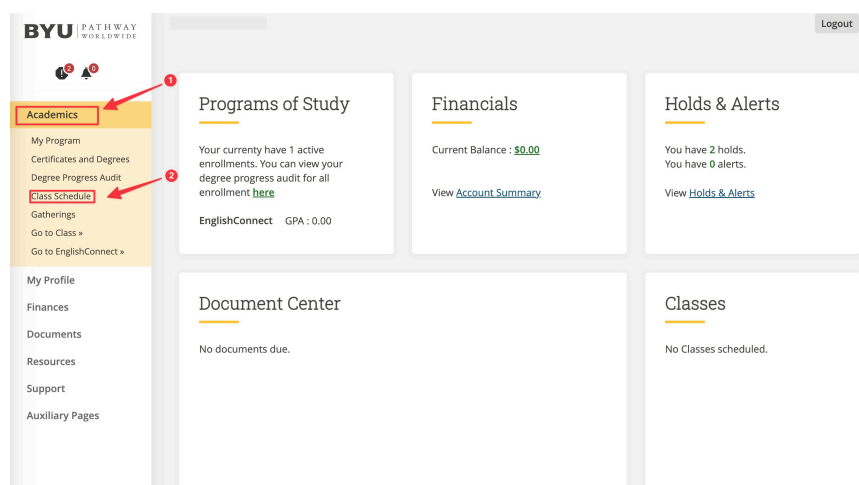
Screenshot: Class Schedule link location on the BYU Pathway Student Portal

Step 4: Register for Courses

BYU Pathway Worldwide

Register for a Term:

- Click the Register button for the desired term.
- All scheduled courses for the term will be registered.
- Course registration is successful when the course status changes from Not Registered to Registered.
- Students wanting to take an In-Person religion course will need to drop the course after clicking the Register Button.
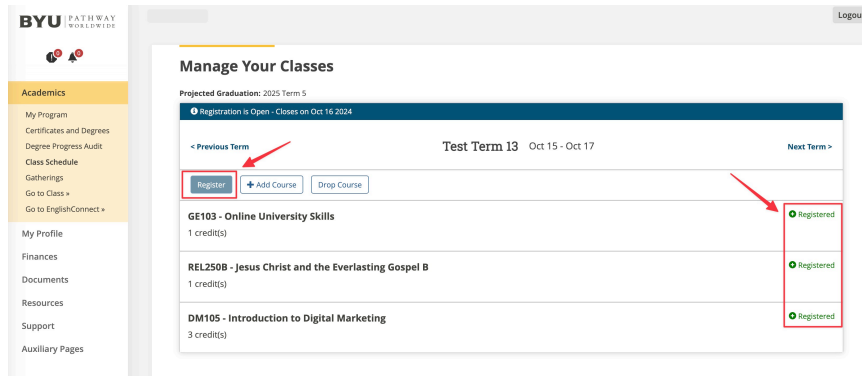
Screenshot: Find Register Button on BYU Pathway Student Portal

Add or Drop Courses:

- Students can add courses by clicking the Add Course button if program rules allow.
- Students can drop any registered course by clicking the Drop Course button.
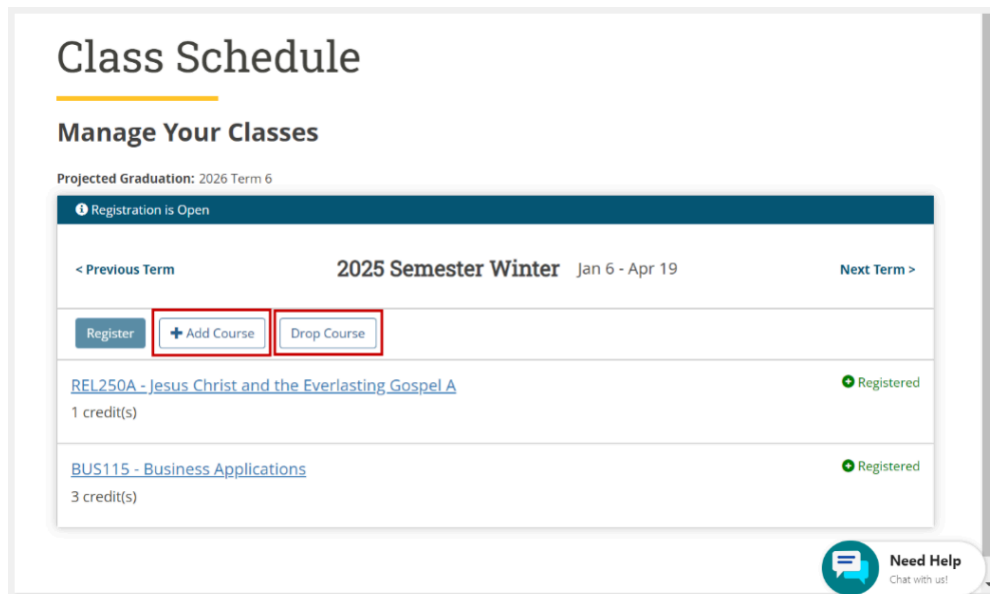
Drop Courses:

- Click the Drop Course button.
- Select the courses you wish to drop.
- Click Confirm to finalize the changes.

Add Courses:

- Click the Add Course button.
- The next available course will be displayed.
- Click Add Course to add it to your term.

Step 5: Register for Multiple Terms

Students can register for up to three terms.

- Click Next Term to move to the next term.
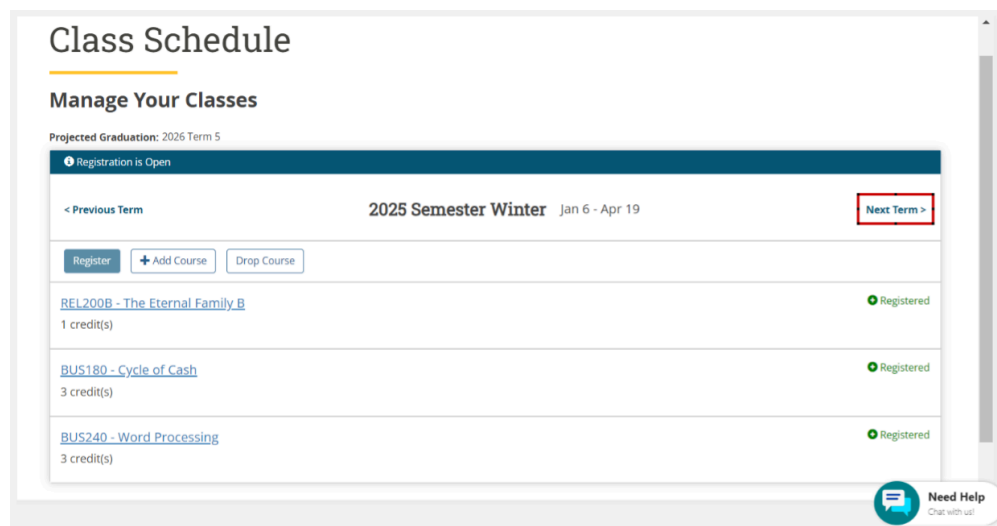
Class Schedule Overview

How Do I Register For a Religion Course

How Do I Register for a Religion Course (Institute)

Students register for religion courses in their student portal.

Register For a Religion Course

Step 1: Log In to Student Portal

Step 2: Remove Any Registration Holds

Step 3: Choose a Virtual Gathering Time

- All religion courses require a weekly virtual gathering.

- Under "Academics" on the left-hand side of the page, click "Gatherings" to select a weekly virtual gathering and time.

- More details are provided below in the **Gathering Time & Location** section.
  Step 4: Navigate to Class Schedule under "Academics"

Step 4: Navigate to Class Schedule under "Academics"

Step 5: Register for a Religion Course

- Students are registering for a term and not specific courses.

- If a religion course appears in the list of available courses for the term, click the **Register** button to register for the religion course.

Choose a Religion Gathering Time & Location

- Students will gather virtually once a week with students in their area for all religion courses (Institute).

- Choose a virtual gathering time and location by going to "Academics" then "Gatherings" in the student portal.

- To make changes to the chosen gathering time and location, click the Edit button on the right side of the page.
- All students must have a religion class gathering time selected to register for a term, even if religion course requirements are complete or a religion course is not scheduled for the next term.
- Students will only attend a gathering when registered for a religion class.

- The option to select an in-person gathering is not available through this page. For more details see the **Register for a Religion Course at a local Institute** section below.

Register for a Religion Course at a local Institute

Step 1: Drop the Registered Religion Course

- If you have registered for a religion course through the student portal, use the Drop button to remove it from the term.

Step 2: Register via MyInstitute

- Log into the MyInstitute website using your Church credentials to register for religion course at a local Institute. Students are responsible to ensure the class they register for is for CES credit.

Step 3: Grades Post

- Religion course data will sync with BYU-Pathway systems once a month and be uploaded to the student record. Courses taken at a local Institute that are not taken for CES credit will NOT fulfill certificate and degree requirements and will NOT be applied to a student record.

Important Notes

- Religion course data for religion courses at a local Institute is automatically updated to the student record once a month; manual submission to BYU-Pathway Worldwide is no longer needed.
- Students must choose a gathering time even if all religion requirements are complete or a religion course is not being planned for the term.

Support Information

- **Add/Remove Issues:** If the **Add/Remove** button is not functioning, create a support case and escalate it to the **Planning** queue.

- **Drop Button Issues:** If the **Drop** button is not working, create a support case and escalate it to the **Technical Support** queue. Technical Support will address the issue or coordinate with the registration team for manual registration.

Scheduling PathwayConnect Gathering & Religion Class Time

This is a 15-step guide to help you know how to schedule your PathwayConnect gathering and your religion class time.
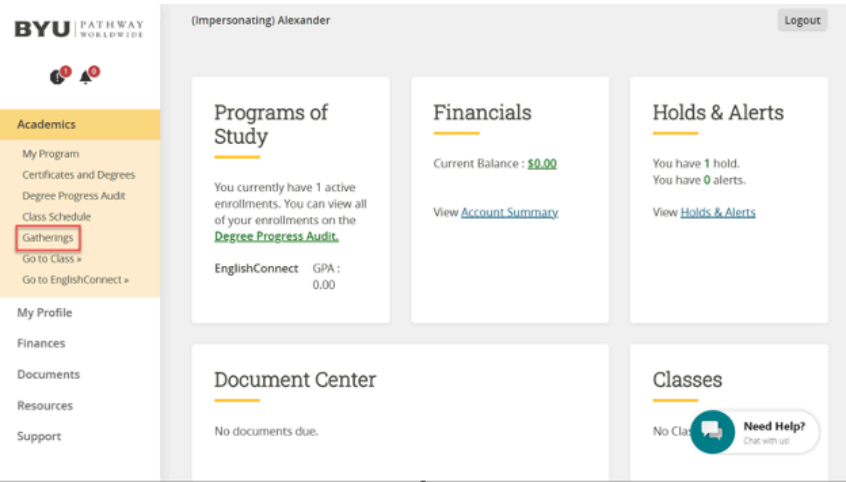
1. Click on the Student Portal Homepage icon and then log into the Student Portal.
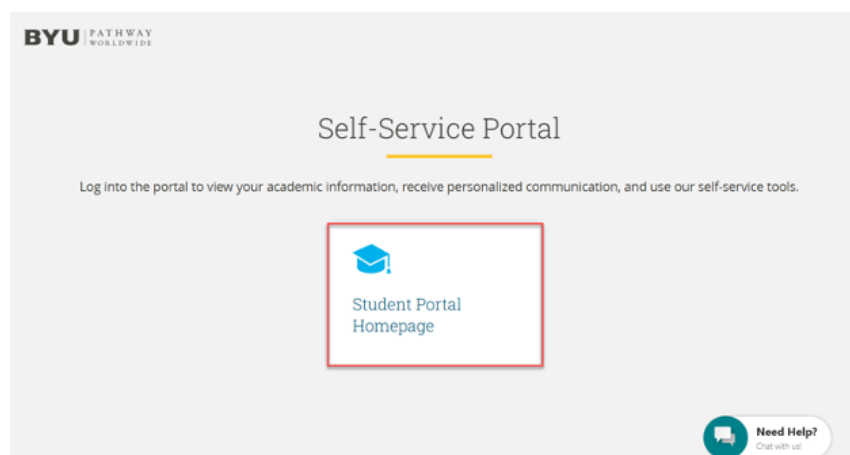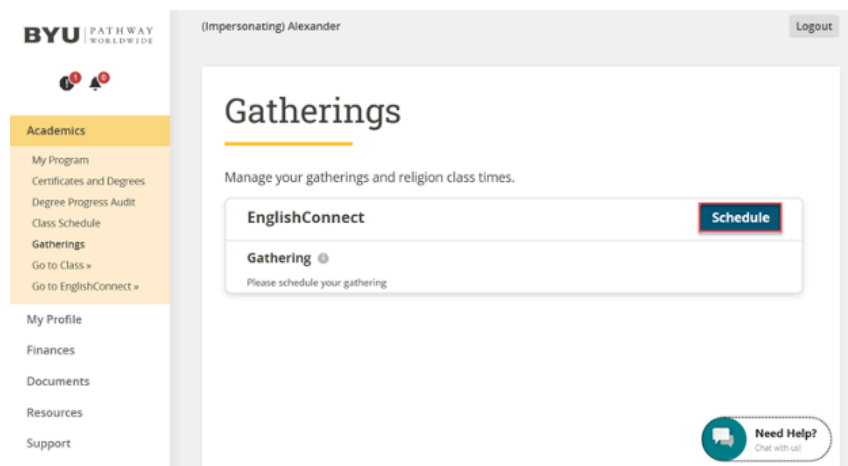

2. Open the Academics menu option in the menu bar on the left side of the screen.
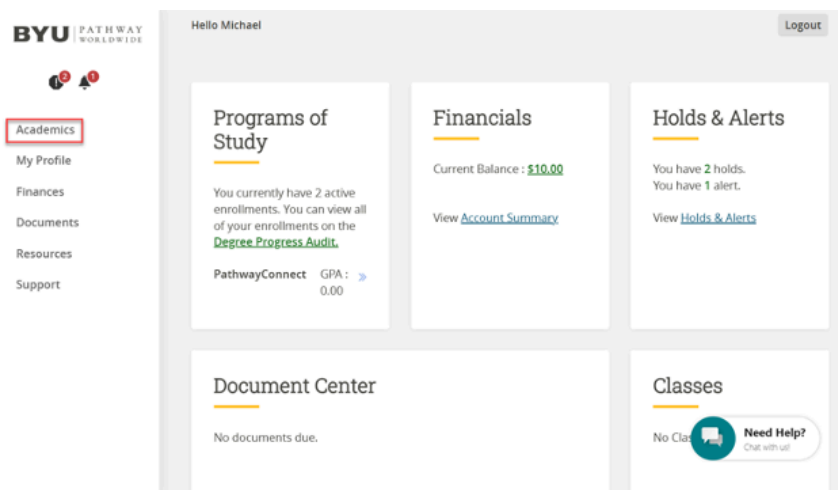
3. Select the Gatherings option under Academics to open the Gatherings homepage.
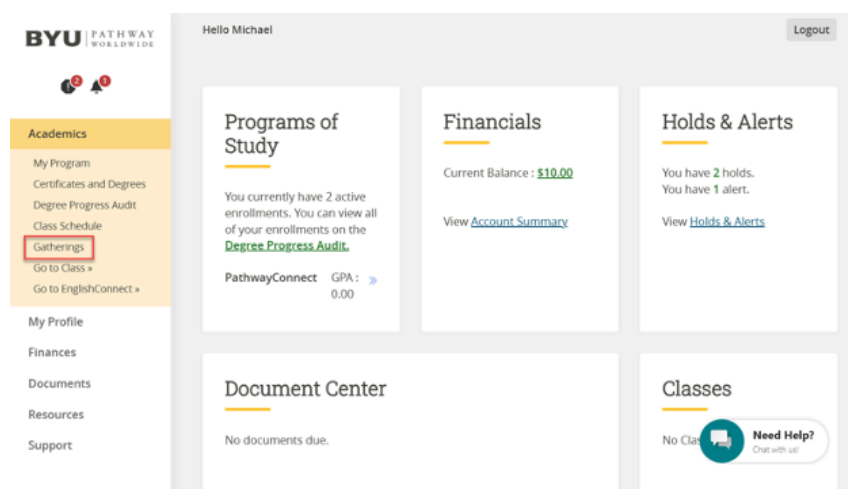
4. Click the Schedule button.
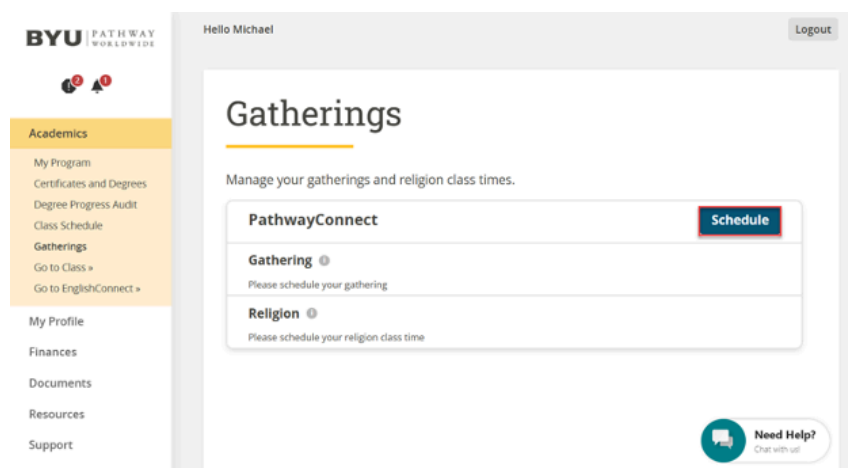
5. Select the term you want to start and the PathwayConnect Gathering you'd like to experience (virtual or in-person).

6. Select the location that meets your interests best. **Note:** You should only see location options that are associated with the area of the world where you live.


7. Select a PathwayConnect gathering option from the list of options presented.

8. Scroll down and click Next.

9. Select the Virtual option. **Note:** There are no In-Person Religion classes offered through BYU-Pathway.

10. Select the proper timezone that best meets your needs.

11. Select a Religion class time option from the list of options presented.
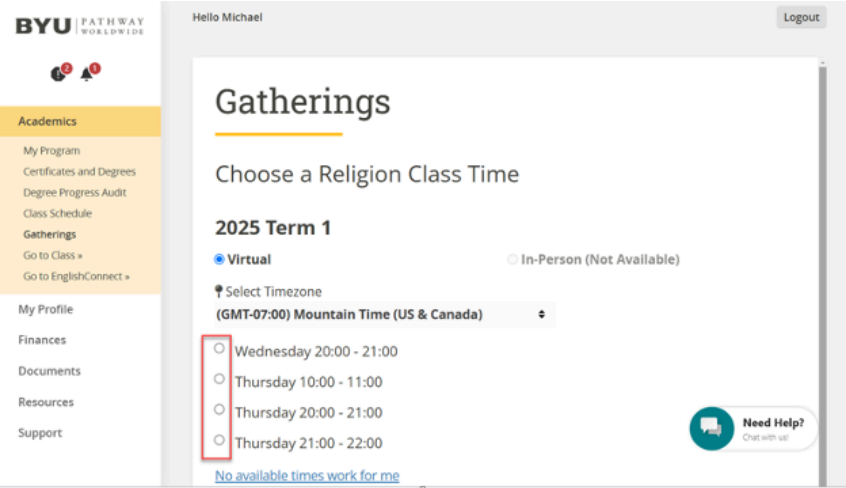
12. If none of the presented options work with your schedule, you can click the No available times work for me link to receive additional directions.
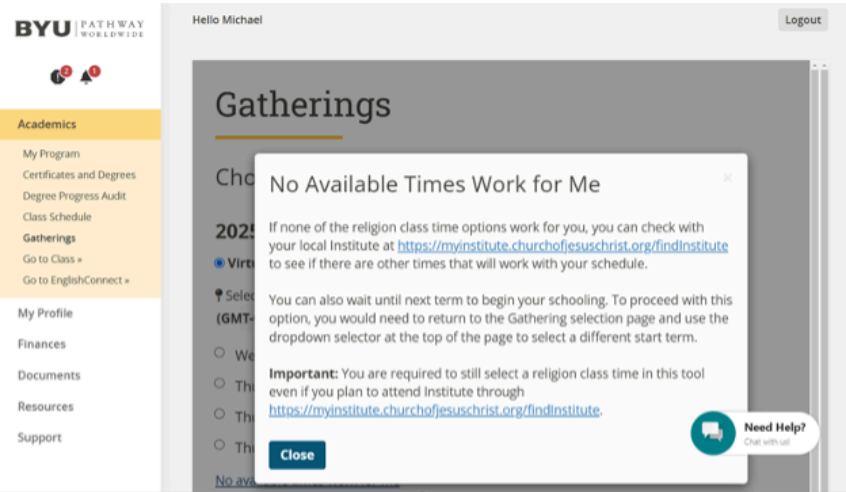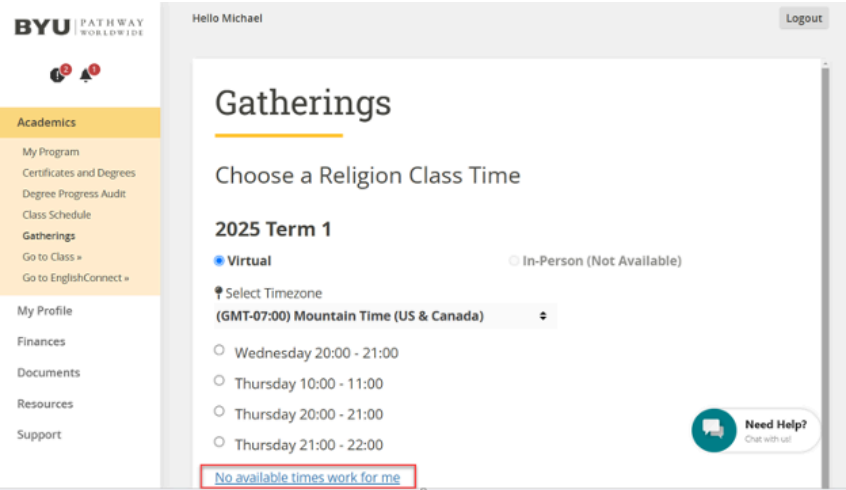
13. When you're ready to move on, scroll down and click Confirm Schedules.
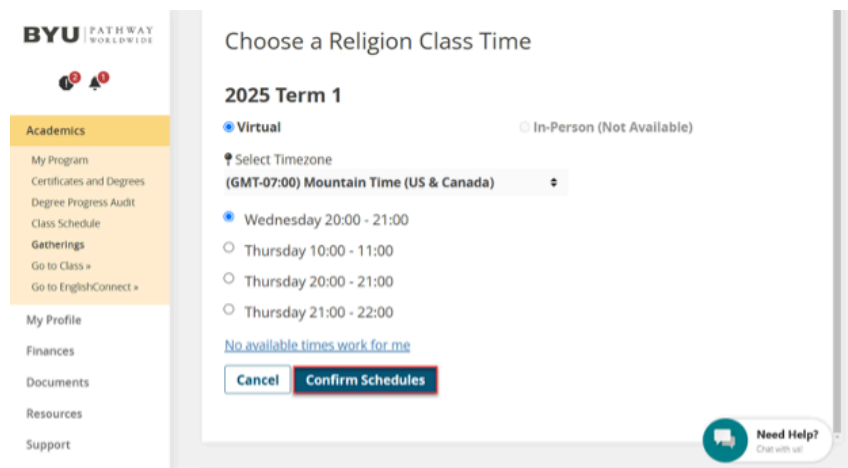
14. Some students experience an error message after confirming their schedules. If you happen to see an error message like what's shown below, click on Gatherings in the left menu to be taken back to the Gatherings homepage where you can see your selections, and edit them if needed.
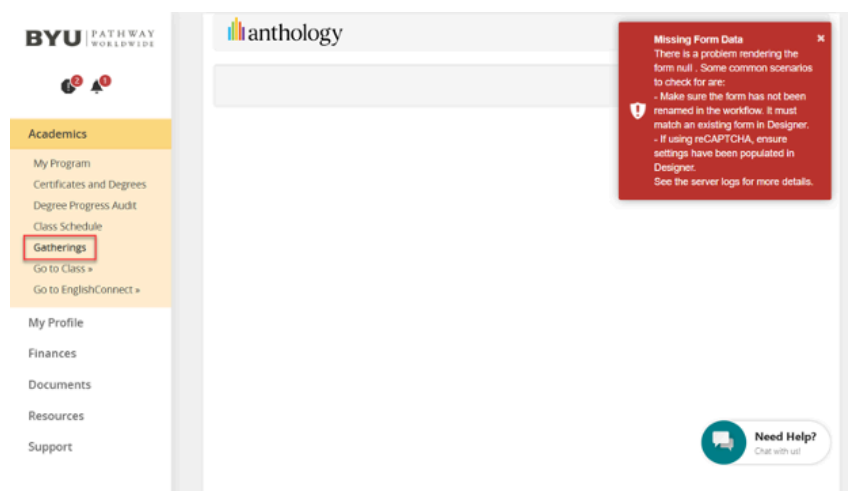
15. Click the Edit buttons if you need to make changes to your scheduled PathwayConnect gathering or Religion class time.
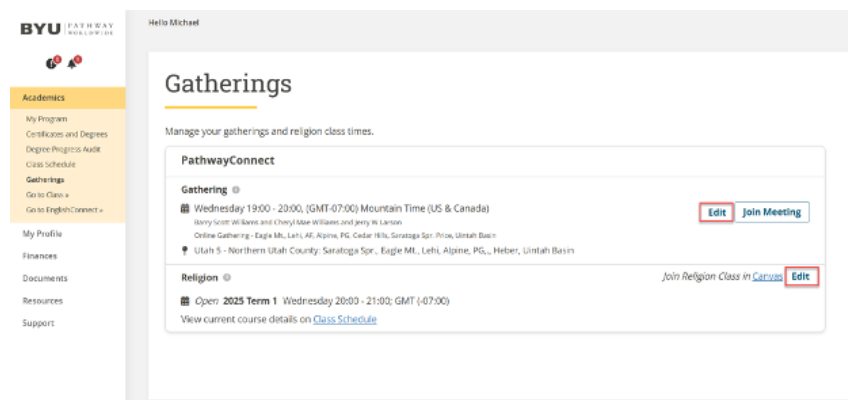
Scheduling EnglishConnect Gathering Time

This is a 10-step guide to help you know how to schedule your EnglishConnect gathering.

1. Click on the Student Portal Homepage icon and then log into the Student Portal.

BYU Pathway Worldwide
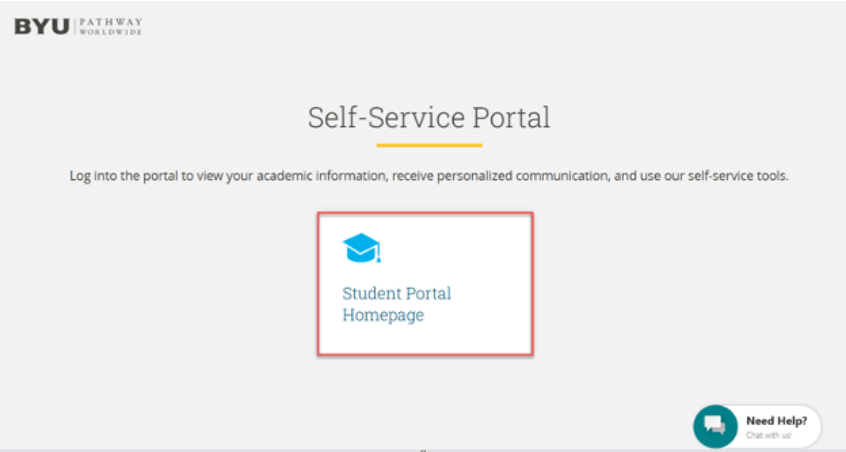
2. Open the Academics menu option in the menu bar on the left side of the screen.

3. Select the Gatherings option under Academics to open the Gatherings homepage.

4. Click the Schedule button.

5. Select the term you want to start and the EnglishConnect Gathering you'd like to experience (virtual or in-person).
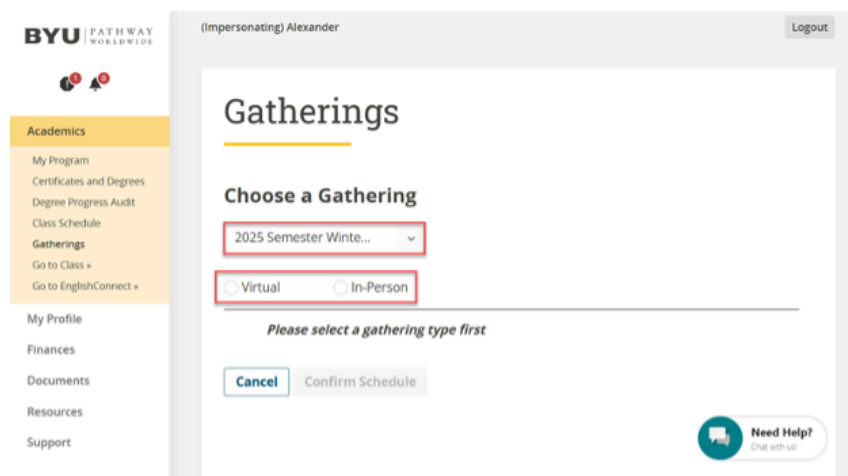
6. Select the location that meets your interests best. **Note:** You should only see location options that are associated with the area of the world where you live.
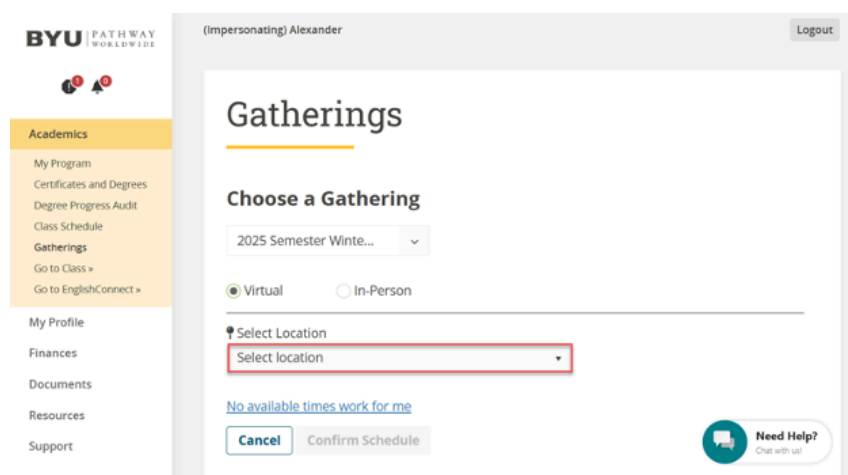
7. Select an EnglishConnect gathering option from the list of options presented.

8. Scroll down and click Confirm Schedule.

9. Some students experience an error message after confirming their schedule. If you happen to see an error message like what's shown below, click on Gatherings in the left menu to be taken back to the Gatherings homepage where you can see your selections, and edit them if needed.

10. Click the Edit button if you need to make changes to your scheduled EnglishConnect gathering.
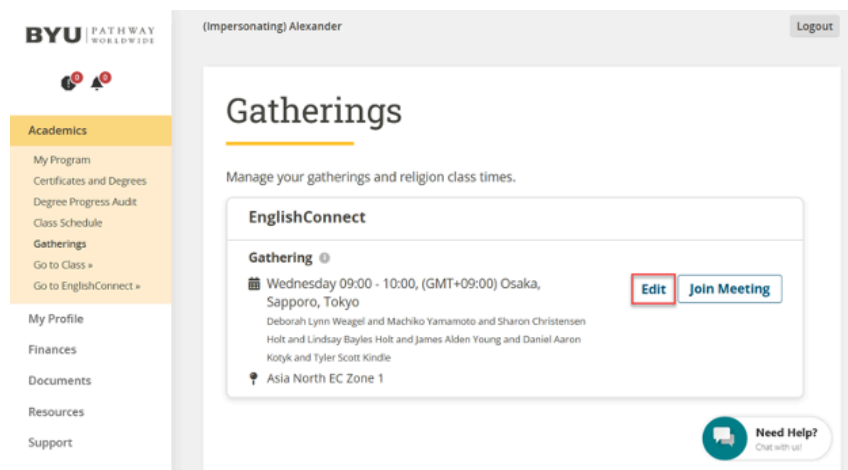
My Academic Catalog Year

The Program Version **catalog year for a degree or certificate** refers to the specific academic year in which a student first enrolls in a degree program. It determines the set of academic requirements—such as general education, major, and graduation requirements—that the student must fulfill to earn their degree. The catalog year is important because university curricula and policies can change from year to year.

A student's certificates, associate's, or bachelor's degrees can be on different catalog years. Students need to verify the correct catalog year to ensure they are viewing the correct requirements for their certificate or degree.

Steps to View Your Catalog Year:

- Log into the Student Portal.
- Navigate to the 'Academics' tab in the left menu.
- Click on 'Degree Progress Audit.'
- In the 'View by Enrollment' dropdown, choose which enrollment to view (Certificate = Your Certificate's name) (Bachelor's Degree = Your Degree Name Here).
- Under 'Program Details,' view the catalog year you are looking for.

Catalogs expire after six (6) years.

Demographic/Personal Information Changes

General Information

The Student Portal makes it easy to update a student's information. Students can change their personal information (such as preferred name, addresses, phone number, birth date, social security number, etc.) All changes must be made through their student portal and cannot be requested via email or other methods.
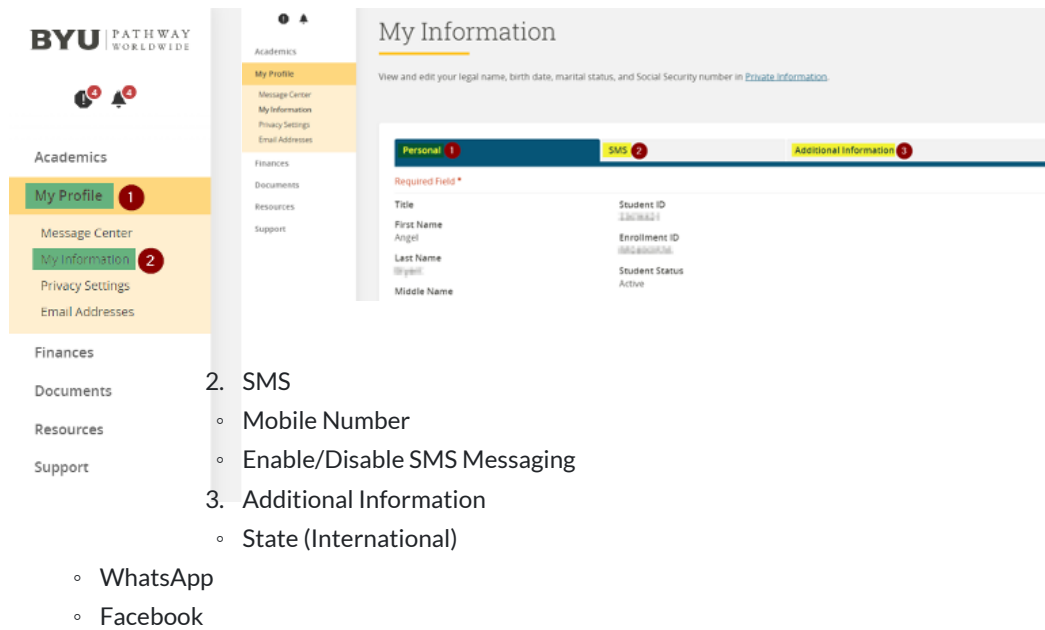
For most changes, updates are made instantaneously in the student portal. If errors or concerns with personal information changes are found, students will be notified and may be required to submit additional documentation.

Demographic/Personal Information Changes

How to Add or Update Student Information

How to Add or Update Student Information

- Select "My Profile"
- Select "My Information"

- Students can edit any of the following information on their respective pages:

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1. Personal Page
   - Preferred Name
   - Email Address
   - Phone Number
   - Address
   - Country
   - State (if applicable)
   - City
   - Zip Code
2. SMS
   - Mobile Number
   - Enable/Disable SMS Messaging
3. Additional Information
   - State (International)
     - WhatsApp
     - Facebook
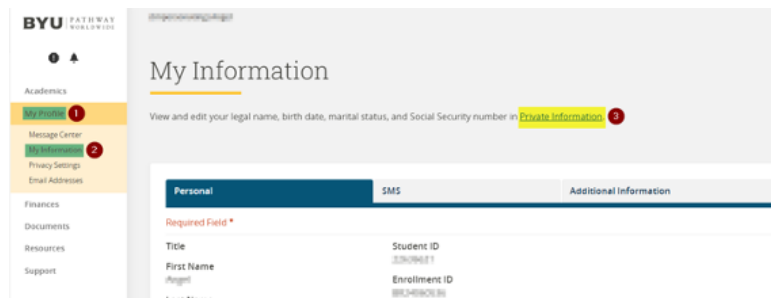
- Once desired changes are made, select "Save"

How to Add or Update Student Private Information

How to Add or Update Student Private Information

1. Select "My Profile"

2. Select "My Information"

3. Select "Private Information" link

4. Select "Edit"

5. Students can edit any of the following information:
   ◦ First/Given Name(s)
   ◦ Last Name
   ◦ Birthdate
   ◦ Marital Status
   ◦ Social Security Number (SSN)

6. Select "Save"

Demographic/Personal Information Changes

Social Security Number Changes

Social Security Number Changes

Social security number changes are the only changes that require the student to submit additional documentation. For this, the student must upload a copy of their social security card. No other documentation showing their SSN will be accepted. To upload a copy of an SSN card, follow these steps:

1. Select "Edit" next to SSN

2. Select "Upload Image"

3. Student must upload one of the following file types:
   ◦ PDF
   ◦ PNG
   ◦ JPG
   ◦ DOCX
   ◦ DOC
   ◦ GIF
   ◦ BMP

4. Select "Save"

Privacy Settings

Through the Family Educational Rights and Privacy Act (FERPA), students have certain rights with respect to education records.

Students can choose what information is shared and with whom, and review documents.

In your **Student Portal**, under **My Profile**, click **Privacy Settings**
• Click the dropdown menu to update settings.

BYU Pathway Worldwide
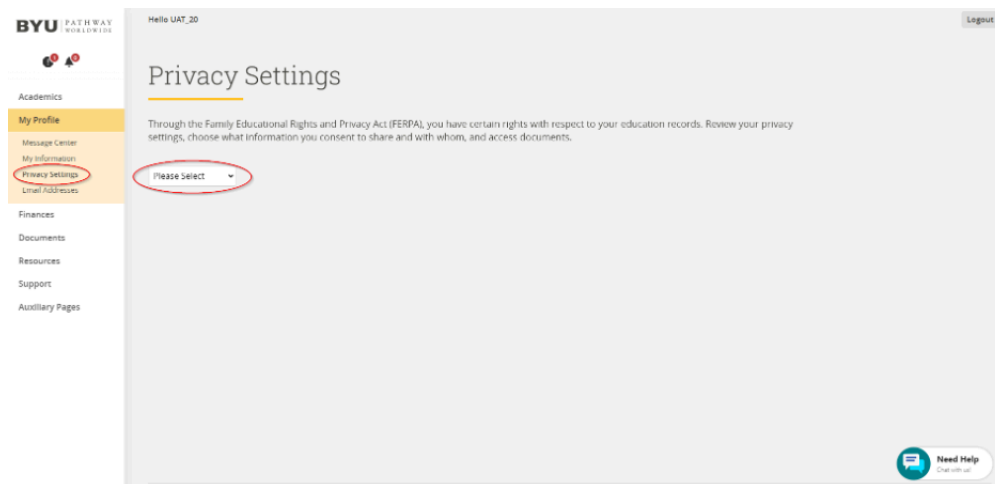
Privacy Settings:

1. **Opt In Settings**

Check All Directory Information Button - Recommended

To opt in of sharing your directory information, **check the** All Directory Information check box or click the Check All button. Students consent to not withholding the release of any personal identifiable information. Personal information will be kept private and will not be sold to other parties.

- Opting in of sharing all directory information allows BYU-Pathway Student Support to acknowledge attendance in BYU-Pathway degree programs and give academic support to the student.
- Students must opt in to share all directory information if they want their name printed in a graduation commencement program.

Uncheck All Directory Information Button (Privacy Block) - Not Recommended

To withhold or block the release of all personal identifiable information, including directory information and reference of attendance, **uncheck the** All Directory Information checkbox or click the UnCheck All button.
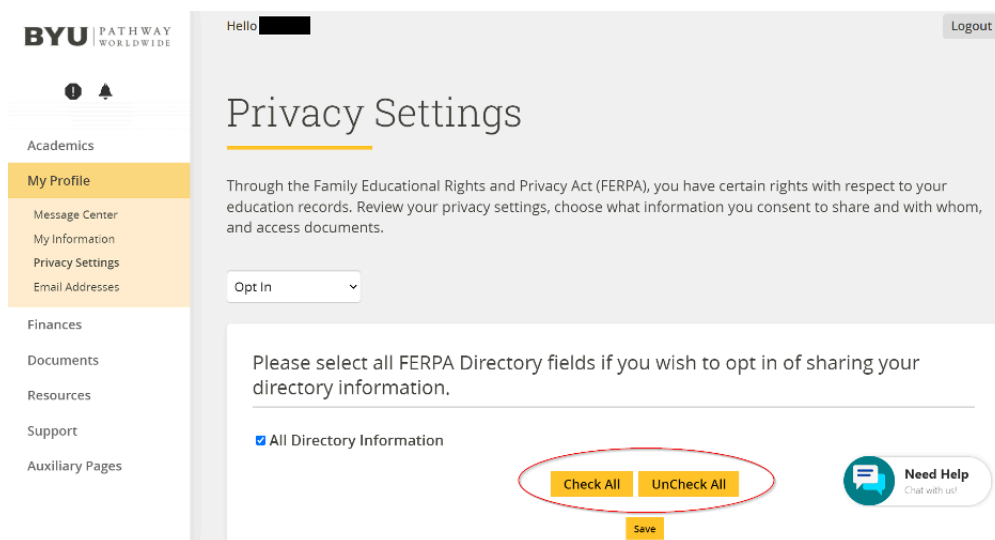
• Choosing to block directory information makes it impossible for students to receive help from BYU-Pathway Support or other departments.

• A privacy block of directory information will also prevent a student's name from being printed in the graduation commencement program.

• Situations that may warrant a privacy block include a student in a witness relocation/protection program, a student who is a celebrity, a student who is being stalked, etc. If you choose a privacy block and later change your mind, you may return to this page at any time and choose a different option.

• A block of directory information will remain in place until changed by the student.

2. **Consent**

- Select Consent from the dropdown menu to add a person to share information with. For example, a parent, employer, bank, or other institution.
- Click Add Person and fill out the required information. Click Save.
- Sharing of information will remain active until the expiration date set by the student passes or the consent form expiration date is updated using the Edit button.

3. **What is an Active or Inactive Record Under Consent?**
   ◦ An active record is a person or entity that has current access to a student's information.
   ◦ An inactive record is a "consent to share information" record that has expired. Information will not be shared with the person or entity listed on an expired consent form.

4. **FERPA Documents**

Click on Download Files to download any of the listed FERPA documents.

Ordering Official Transcripts

Click the Student Portal Homepage tile
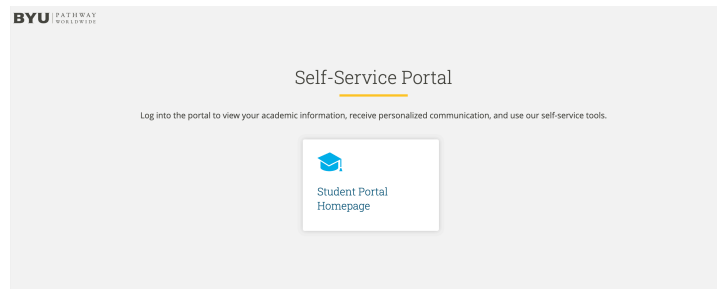
Locate the Documents tab on the left-hand menu and click to expand.

Click the Transcripts Link.

- Students without any completed work in 2025 must access their records via the BYU-Pathway Legacy Portal.
  PathwayConnect   Online Degrees

- PathwayConnect records before Fall 2018 (including official or unofficial transcripts) must be requested through BYU-Idaho at BYU-Idaho Student Services: https://www.byui.edu/transcripts/
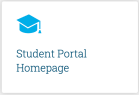
Official Transcripts

Access Unofficial Transcripts

Click the Student Portal Homepage tile

Locate the Documents tab on the left-hand menu and click to expand.

Click the Unofficial Transcript link.

Click the Unofficial Transcript PDF link to populate the document.

To print the transcript, click the printer icon.

BYU Pathway Worldwide

Report Preview

Date: ▮▮▮

Unofficial Transcript

3 Triad Center Ste 500
Salt Lake City, UT 84180
www.byu.edu

Student: ▮▮▮▮   Student ID: ▮▮▮▮   DOB: ▮▮▮▮

---------Transfer Work----------

Transferred School	Earned Credits
BYU-Pathway Worldwide	10.00

2023 Spring Block 1   4/17/2023 - 6/03/2023

Course Code	Course Description	Credits Attempted	Credits Earned	Quality Points	Grade
PC101	Life Skills	3.00	3.00	12.00	A

		Attempted	Earned	Quality Points
Term GPA: 4.000	Term Totals:	3.00	3.00	12.00
Cum GPA: 4.000	Cum Totals:	3.00	3.00	12.00