



CANDIDACY FORM

VALPARAISO
UNIVERSITY

Instructions to complete your Candidacy Form

1. To obtain your degree audit you will need to have access to a computer, the Internet, and a printer. Go to <https://datavu.valpo.edu>. You will then need to move through some security questions by answering “ok” or “yes.”
2. Once you have entered DataVU, you will then click on DataVU for Students.
3. Click on Program evaluation (degree audit).
4. Then a login box will appear. Enter your username and password. (The same information you use to log into your VU e-mail.)
5. Then click on Submit.
6. Click in the area under Choose One to select which program of study you are selecting to complete the degree audit
7. Click on Submit. Wait, and be patient. **ONLY CLICK ON SUBMIT ONCE!**
8. Then your degree audit will appear. Print this off.
9. You will see both the courses you have completed, and the ones in which you are currently enrolled. You then need to check to make sure that all of the blanks are filled in, and that the remaining requirements will be completed by the semester you’re planning to graduate.
 - If your program lists the courses you need to take, you will then only fill in the semesters you are proposing to register for them.
 - If your program doesn’t list the courses you need to take, then you will need to write in each course, along with the semesters you are proposing to register for them.
 - If you have questions regarding courses for your program, contact your adviser to assist in completing this process.
 - The purpose of completing the degree audit is to plan out your time for completing your degree. The courses you submit on this form are not final and may change once future schedules and classes become available.
10. Once you have completed these steps, you need to sign on the line provided at the end of the degree audit, and obtain your adviser’s signature.
11. Submit your degree audit, along with your completed Application for Degree, to the Office of Graduate Studies for final approval by the Dean.