If you are unsure if you were admitted into the PlusOne program through Slate or through DocuSign please reach out to coe-gradadvising@northeastern.edu for clarification.

Students who applied in Slate:

1. If you have applied through Slate and want to move forward with the PlusOne Program, you must first confirm or commit to the program.

2. If needed, you can confirm your enrollment by following the instructions sent out by Slate on this process.

3. Once you have confirmed your enrollment, please login to Slate and go to your homepage. Select the "Courses" tab as pictured below.

4. Once you are viewing the course sharing widget, please select "Add New Course" at the bottom right corner of the screen.

5. Please input the course details for approval that you would like to request to apply to both your MS and Undergraduate degree – please note that all courses shared must have a minimum cumulative GPA of a 3.0 or higher. Please see the picture below for a sample. You must add each course individually, and you can only course share up to 16 credits.
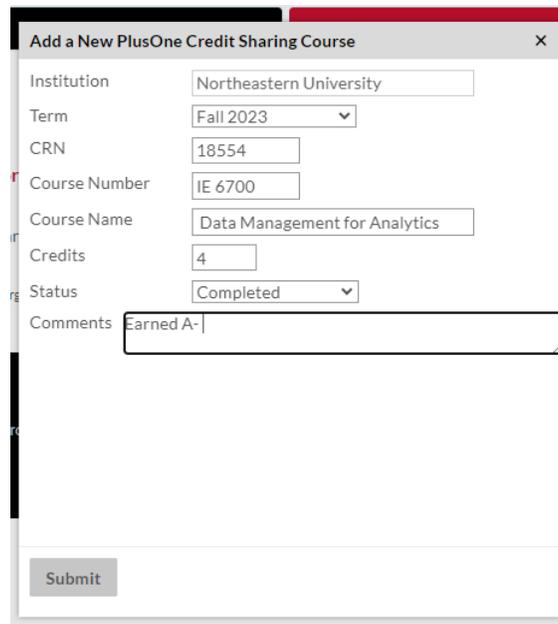
Students who applied in DocuSign:

1. Students who originally applied to the PlusOne program through DocuSign, will need to submit an updated PlusOne Transition Form to ensure the courses being course shared between your BS and MS degrees are updated in the Degree Audit correctly.

2. On the form, there will be a dropdown menu that gives you the options, "initial" or "updated". Please select **"updated"** to let all advising staff know this is not a new admissions request but a revision to the courses.

3. Students are expected to attach an updated plan of study as well as accurately complete sections 1-3 of the PlusOne Transition Form.

4. To help students complete the form, here are the instructions and sample form. Incorrect entries will require students to resubmit the form. Please make sure you review the completed DocuSign form to ensure it has been approved.