

CHECKLIST FOR GRADUATING SENIORS

During the semester proceeding the semester of expected graduation, the student should:

- _____ Determine with advisor that graduation check has been done before enrolling for the last semester.
- _____ File a **diploma application** at the time of enrollment for the last semester. You may pickup applications at the Registrar's office in the Student Union. The name that appears on the application must be the same as the name on the student's permanent record.

During the last semester, the student should:

- _____ Determine that **transcript is complete; all grades** including correspondence course grades, transfer credits, and replacements of "I" grades must be submitted to the Registrar's office by the date semester grades are due if they will be used to meet any part of the degree requirements.
- _____ Request information concerning cap and gown rental, invitations from the bookstore, college convocations, and the University Commencement Ceremony from the Office of Student Services in the student's college.
- _____ Graduates needing transcripts with degrees posted immediately at the end of the semester should order those transcripts noting "with degree posted."
- _____ Exit Interview form should be filled out online through the link provided in the Senior Design Project course. This form should be filled out before the last day of the semester.

After graduation:

- _____ Diplomas will be available within 6 to 8 weeks. The diploma will be mailed or held to be picked up, according to instruction and address specified on diploma application.
- _____ Any "HOLD" representing an outstanding account with a department on campus will prevent release of diploma or transcript. The student must notify the Registrar's office when the account is cleared and request the diploma.
- _____ Graduates may request a refund of their enrollment deposit from the Bursar's office.