



UNDERGRADUATE GRADUATION CHECKLIST

Before and during your final semester

- Contact your academic advisor to make sure you are registered for the courses needed to fulfill your remaining requirements.
 - Check your degree audit on u.Achieve to make sure all requirements are completed or are being completed with coursework you are enrolled in. If you have any questions or concerns contact your advisor.
 - Apply to graduate on Webster. All students wishing to earn a degree must apply to graduate regardless of whether they plan on participating in the commencement ceremony. The deadline to apply is the three weeks into the semester.
 - Review the Latin Honors policy in the Undergraduate Catalog.
 - Check the posted list of approved graduates on the Registrar's Office website when it is posted (roughly three weeks prior to commencement) to ensure you are cleared and verify the spelling of your name.
 - Complete exit counseling for any student loans or financial aid you received and complete the First Destination Study survey through the Smith Career Center. You will receive emails regarding both if you applied to graduate.
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Commencement and Events

- Order your cap and gown. You will receive an email letting you know when the ordering link is available and ordering deadlines.
 - Check the commencement webpage for details on the ceremony and other graduation events. Share this website with your parents and other guests who will be celebrating with you.
 - Attend the Grad Fair to record the pronunciation of your name, pick up your commencement packet, license plate cover, and cap and gown. If unable to attend, you will be able to pick up only your cap and gown at the bookstore during regular business hours the following week.
 - Attend the Graduation Reception with your fellow graduates, family, faculty and staff to celebrate your achievements.
 - Attend Commencement and walk across the stage!
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Receiving your degree

Degrees are posted to student records roughly 3 weeks after commencement. Diplomas are mailed out 6-8 weeks after commencement.

- Send in official transcripts for any coursework finished at another institution.
- Check Webster for any holds that could prevent the mailing of your diploma.
- Check your diploma address in Webster to ensure your diploma is mailed to the correct location.
- Order transcripts via the Registrar's Office if you will be needing them for graduate school, professional licensing, or employment purposes. You can place your order before degrees post but be sure to specify "After Degree is Posted" when ordering to ensure your transcript is sent after your degree is conferred.
- Check the Graduation Info page of the Registrar's Office site for more Frequently Asked Questions regarding diplomas.