

### Checklist for Seniors

In addition to the commencement information for seniors on the website, please use this form to help guide you through the graduation process. If you haven't checked off everything on this form, you will know that you are not finished. Grad Reviews must be scheduled and ALL graduation paperwork with signatures must be submitted 3 weeks before the date of the Grad Review.

#### To Schedule a Grad Review:

- I have checked the website and I am aware of the dates available to have a Graduation Review. I know that I CANNOT schedule a Review outside of these times.
- I have checked with Kerry Robles for available times for Graduation Reviews and selected a date. I have done this 3 weeks prior to the date I have selected. I am aware that this date won't be mine until the next step is completed.
- I have checked with my advisor on his or her availability.
- I have contacted and confirmed my committee and taken the "Graduation Review Scheduling Sheet" to each committee member to sign it.
- I have turned in the "Graduation Review Scheduling" sheet to Kerry Robles and made sure my committee was written on the calendar.

#### To Get My Documents in Order for the Grad Review and Graduation:

- I have all the documents I will need to write my Addendum forms: a copy of my original contract, my contract summary, and my current transcript.
- I have written or preferably typed my Addendum forms.
- My advisor has signed my addendum and I have turned it in to the Director.
- I have rewritten my narrative and course listings and created a new cover sheet for my contract. My advisor has signed this.
- After the Director signed my Addendum Forms, I delivered these forms and my signed Graduation Contract with Course Listings to Teresa. I gave Teresa my phone number so she can call me to schedule a "Grad Check."
- I met with Teresa for my "Grad Check."

#### Other things I need to do:

- I am contacting faculty who have not yet written my evaluations.
- I have asked someone—friend, family, professor, dog—to give me my diploma at commencement, and they have accepted.
- If I have student loans, I have completed a Financial Aid Exit Interview.

#### Most Importantly:

- I am done and now ready to relax!