INFO FOR SPRING 2018 CLAS GRADS

PLEASE read thoroughly for important information on finishing your degree. If one or more of these requirements are not met, your degree may not be granted. Please check your academic notices for alerts regarding important steps or missing paperwork: http://clas.ku.edu/undergrad/tools/notices

Graduation Steps

1. Complete paperwork for your MAJOR and/or MINOR
   Make an appointment with your major/minor advisor. For all majors and minors (except BA and BGS Economics and Psychology), have a Major Certification Sheet (MCS) and/or a Minor Certification Sheet (MIN) completed and signed by your major/minor faculty advisor.
   Submit your MCS and MIN to College Advising & Student Services, 109 Strong Hall.
   You should have your final graduation advising appointment before the first day of spring classes.

2. Apply for Graduation on Enroll & Pay by November 17, 2017 to receive a priority graduation check. The final deadline to apply for spring 2018 graduation is March 1, 2018.
   If your academic plans change after you file your MCS and Apply for Graduation on Enroll & Pay, please notify College Advising & Student Services, 109 Strong Hall.
   Instructions to apply for graduation available here: http://www.registrar.ku.edu/current/graduation.shtml#apply
   *Please apply for graduation for the term you plan to FINISH your degree requirements.

Do any of the following apply to you? You are responsible for meeting the following deadlines:

<table>
<thead>
<tr>
<th>Topic</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Study Abroad Paperwork</td>
<td>Oct. 1, 2017</td>
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<td>Petitions</td>
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<td>Incomplete Grades</td>
<td>May 18, 2018</td>
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<tr>
<td>Transfer Credit</td>
<td>June 7, 2018</td>
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<tr>
<td>Honors Intent Forms</td>
<td>March 1, 2018</td>
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Commencement: The spring commencement ceremony is May 13, 2018. You may walk down the hill even if you plan on finishing your degree in the summer, but should officially apply for summer 2018 graduation instead of spring to ensure your degree is awarded.

Diploma: If you’ve applied for graduation, the Office of the University Registrar automatically places an order for your original (first) diploma for you to pick up in person at the KU Visitor Center (bring a picture ID). You may request your diploma be mailed to you instead by placing a diploma delivery request in Enroll & Pay. For more detailed information: http://registrar.ku.edu/diplomas

Do You Have Information for Us? If so, clip this form, and turn it in with your MCS.
You must complete this form if you are not enrolled at KU in all of your remaining degree requirements.

KUID ___________________ Name ______________________________ Spring 2018 Candidate

I will be completing an incomplete grade in _________________________________.

I will be transferring _______________________ from ________________________.

Other: ________________________________________________________________.