INFO FOR FALL 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://collegeadvising.ku.edu/advising/check-academic-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 fall classes.

2. **Apply for graduation on Enroll & Pay by July 6, 2018 to receive a priority degree audit.**
   October 5, 2018 if you plan to attend the December recognition ceremony (for further information, see commencement below).
   The final deadline to apply for fall 2018 graduation is **November 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>Study Abroad Paperwork - Petitions</th>
<th>May 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incomplete Grades</td>
<td>Dec. 21, 2018</td>
</tr>
<tr>
<td>Transfer Credit</td>
<td>Jan. 10, 2019</td>
</tr>
<tr>
<td>Honors Intent Forms</td>
<td>Nov. 1, 2018</td>
</tr>
</tbody>
</table>

**Commencement:** The College fall 2018 graduation ceremony is tentatively planned for **December 9, 2018** at the Lied Center. If you’ve applied for fall 2018 graduation, you will receive an invitation via an academic notice in your myKU Portal in October.

**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 __________________________ Fall 2018 Candidate

I will be completing an incomplete grade in _______________________________.

I will be transferring __________________________ from ______________________________.

Other: ____________________________________________________________.