

GRADUATION CHECKLIST FOR UNDERGRADUATE STUDENTS
Erik Jonsson School of Engineering and Computer Science
University of Texas at Dallas

<http://www.utdallas.edu/dept/eecs/ouga/index.html>

- 1. Update/Review Degree Plan.**
See your academic advisor two semesters prior to your anticipated graduation date. Please make an appointment to review your degree plan and inform your academic advisor of your graduation plans.

- 2. Graduation Degree Audit/Complete Graduation Application Packet**
See your academic advisor for your degree audit as well as fill out graduation application and exit survey. Please make an appointment early but no later than the following dates. Your graduation application must be signed by an ECS Academic Advisor then submitted to the UTD Registrar's Office for processing. Please see the Online Schedule of Classes for deadline. The Graduation Fee (\$40) will be applied to your student account when your application is processed in the Registrar's Office. If you apply after the published deadline, you will also be assessed an additional \$100 late fee.

Graduating Semester	See your advisor by
Fall	August 1 st
Spring	December 15 th
Summer	May 1 st

Things to Discuss with your Academic Advisor

√Graduation Application/Fee	√Honors (See Honors Handout for more information)
√24/30 Rule	√Graduation Survey
√In Absentia Graduation	√Total Hours Needed
√Total Upper Division Hours (51)	√Incomplete Grades
√Grade Changes	√Double Major/Degree or Minor
√30 UTD Hours	√Petition/Pending Transfer Work
√Tuition Rebate	√Other questions

- 3. REGISTER EARLY and MAKE PAYMENT ON TIME!**
www.utdallas.edu/SIS

- 4. Refer to Graduation Webpage for more information.**
<http://www.utdallas.edu/student/records/graduation/index.html>

- 5. Transfer Work and Petitions.**
Make sure that all outstanding transfer work has been submitted to the UTD Registrar's Office in the basement of library. Please make note of due date for outstanding transcripts; see current Schedule of Classes online.

- 6. Schedule Changes.**
Keep your academic advisor up to date on your schedule changes throughout the graduating semester as it may effect your graduation.

- 7. Current Email Address and Mailing Address.**
Make sure that the UTD Registrar's Office has your most current email address so that graduation information can be sent to you. Also make sure that your mailing address is up to date so your diploma is sent to the correct location.

- 8. Commencement.**
Make plans to attend the ECS commencement ceremony in the Activities Center. Commencement tickets are processed through the UTD Registrar's Office/Graduation Webpage.

- 9. After Graduation**
We need your feedback! Focus Group Meetings and the Alumni Survey are important ways for you to give us your valuable input. Be sure to sign-up! (Sign-up Sheet enclosed in this Graduation Packet)