

INFO FOR SPRING 2008 CLAS GRADS

Graduation Advising, Major Certification Sheet, and Application for Degree. Make an appointment with your major advisor. For all majors except BA and BGS Economics and Psychology, have a Major Certification Sheet (MCS) completed and signed by your major advisor. If you are completing a minor, also make an appointment with your minor advisor. Have a **Minor Certification Sheet** (MIN) completed and signed by your minor advisor. You should have your final graduation advising appointment(s) between **October 15, 2007** and **January 24, 2008**. Submit your MCS (and MIN) to College Student Academic Services, 109 Strong Hall, and Apply for Graduation on Enroll & Pay by **November 30, 2007 to receive a priority degree audit** or by **March 3, 2008 to be listed in the commencement program. The final date to Apply for Graduation for spring 2008 is April 15, 2008.** If your academic plans change after you file your MCS and Apply for Graduation on Enroll & Pay, please notify College Student Academic Services, 109 Strong Hall.

Departmental Honors Intent Form. If you are pursuing departmental honors, complete an Honors Intent Form (HIF). Have this form signed by your honors advisor. Submit your HIF to College Student Academic Services, 109 Strong Hall, by **March 3, 2008** to be listed in the commencement program.

Continuing Education Courses. If you are taking KU Continuing Education courses to complete graduation requirements, you must take your final exams by **May 3, 2008**.

Incomplete Grades. If you are finishing an incomplete to complete graduation requirements, your instructor must have your grade to the Office of the University Registrar by **May 16, 2008**.

Transfer Credit. If you are taking courses at another institution to complete graduation requirements, your official transcript must be received by the Office of Admissions & Scholarships, 1502 Iowa Street, Lawrence, KS 66045, by **June 12, 2008**.

Commencement. You will walk down the hill on **May 18, 2008**.

Diplomas. Your diploma will be available in **mid July 2008**. You may pick up your diploma at the Student Records Center, 151 Strong Hall. Bring a picture ID. You may also have your diploma mailed to you. Write the Office of the University Registrar, 1450 Jayhawk Boulevard, Room 121, Lawrence, KS 66045, and tell them where to mail your diploma. Include your signature, KUID number, the name of the degree awarded, and the mailing fee (\$10 if mailed within the US, \$25 if mailed outside the US).

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 your remaining graduation requirements.

KUID _____

Name _____

SP08

I am currently enrolled in _____ at KU Continuing Ed.

I will be completing an incomplete grade in _____ .

I will be transferring _____ from _____ .

Other: _____ .