

INFO FOR SPRING 2010 CLAS GRADS

Graduation Advising, Major Certification Sheet, and Application for Graduation. 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 19, 2009** and **January 21, 2010**. **Submit your MCS (and MIN) to College Student Academic Services, 109 Strong Hall, and Apply for Graduation on Enroll & Pay by November 25, 2009 to receive a priority degree audit. Apply for Graduation by March 1, 2010 to be listed in the commencement program. The final date to Apply for Graduation for spring 2010 is March 1, 2010.** 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 1, 2010** 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 1, 2010**.

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 14, 2010**.

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 10, 2010**.

Commencement. You will walk down the hill on **May 16, 2010**.

Diploma. Make a **Diploma Delivery Request** on Enroll & Pay after you Apply for Graduation. You may request to pick up your diploma at the Student Records Center, 151 Strong Hall (bring a picture ID) or you may request to have your diploma mailed to you. The mailing fee is \$10 if mailed within the US or \$25 if mailed outside the US. Your diploma will be mailed or available for pick up in **late July 2010**.

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 _____

SP10

I am currently enrolled in _____ at KU Continuing Ed.

I will be completing an incomplete grade in _____ .

I will be transferring _____ from _____ .

Other: _____ .