

## Undergraduate Graduation Checklist

\*This checklist should be completed at least one semester prior to the anticipated graduation term.\*

### 1. Contact Information

Make sure that you have updated your address, phone number, and e-mail with KU. Updates may be made online through the Enroll & Pay system (<https://sa.ku.edu>) or at the University Registrar's office in 151 Strong Hall.

### 2. Degree Program

Make sure your ARTS form accurately reflects all majors and minors. If it does not, check in 450 Murphy Hall for necessary forms.

### 3. Complete an Undergraduate Graduation Check

Undergraduate Grad Check Request forms can be found online under current student documents or in Student Services, 450 Murphy Hall. They should be filled out at the start of your **junior** year. This will ensure that you remain "on course" during your remaining semesters.

### 4. Complete an Application for Graduation (AFG)

You must complete the online "application for graduation" through Enroll & Pay or you cannot graduate. If your graduation date changes from the original AFG filed on-line, you must fill out a new on-line AFG form, as *they do not carry over to the next semester*.

<u>Graduation Month</u>	<u>AFG Deadline</u>
May (Spring)	March 1 <sup>st</sup>
August (Summer)	July 15 <sup>th</sup>
December (Fall)	November 2 <sup>nd</sup>

### 5. Complete a Graduate Response Card through the School of Music Career Services (452 MUR)

The School of Music uses students' data in aggregate form to report to such entities as the Kansas Board of Regents and the Chancellor's office, as well as prospective students and their parents. This data is also used by agencies that rank music schools across the nation, such as the U.S. News & World Report. **Specific information on individual students is never reported to any external sources.**

#### Contact for Graduation/Post-Graduation Questions:

Graduation Questions (general information, Convocation, etc.)	Becky Harris 864-2958 <a href="mailto:becharris@ku.edu">becharris@ku.edu</a>
Director of Student Services (process AFGs, Undergrad Grad Checks, etc.)	Rita Riley 864-2954 <a href="mailto:rriley@ku.edu">rriley@ku.edu</a>
Diplomas	University Registrar's Assistant 864-4422, <a href="http://www.registrar.ku.edu">www.registrar.ku.edu</a>
School of Music Career Services Center	Dina P. Evans 864-4466 <a href="mailto:dpevans@ku.edu">dpevans@ku.edu</a>
School of Music Graduate Programs	Kay Coblentz 864-2862 <a href="mailto:kcoblent@ku.edu">kcoblent@ku.edu</a>