

Graduation Checklist

During the semester prior to your intended final semester:

- Review your Degree Audit Report (DARs) via my.UIC.edu (see the University Links portlet: “DARSWeb for Student Audit”) in order to confirm what requirements you have remaining.
- During Weeks 3-6 of the semester, schedule an appointment with your assigned LAS academic advisor via student.las.uic.edu to verify your progress towards degree completion, including remaining requirements, which will need to be completed in your final semester.

LAS academic advisor: _____ LAS academic advisor’s initials: _____

- During Week 3-8 of the semester, schedule an appointment with your major (and minor, if applicable) academic advisor(s) via student.las.uic.edu* to verify your progress towards major/minor completion, including remaining requirements, which will need to be completed in your final semester.

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

Once you have registered for your final semester:

- Review your Degree Audit Report (DARs) via my.UIC.edu (see the University Links portlet: “DARSWeb for Student Audit”) in order to confirm that all requirements are in-progress to be completed. On your DARs, below the pie chart and bar graphs, it should include the statement “All Requirements Complete Using In-Progress Courses.”
- During Weeks 11-15 of the semester prior to your intended final semester, meet with your assigned LAS academic advisor to verify that all university and college degree requirements are being satisfactorily completed.

LAS academic advisor: _____ LAS academic advisor’s initials: _____

- During Weeks 11-15 of the semester prior to your intended final semester, meet with your major (and minor, if applicable) academic advisor(s) to verify that all requirements of all major(s)/minor(s) are being satisfactorily completed.

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

Major/minor academic advisor: _____ Major/minor academic advisor’s initials: _____

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**If you are not able to schedule an appointment with your major or minor advisor(s) via student.las.uic.edu, see las.uic.edu/departentaladvising for direct contact information for appointment scheduling.*

Once you have registered for your final semester (continued):

- If you late drop or fail a course(s), contact your LAS academic advisor(s) in order to discuss any potential impact on your intended graduation.

 - Apply for graduation via the my.UIC.edu Student Self-Service menu. After logging in, select the “Graduation” link. Read the information provided on the “Graduation Information” page, then select “Apply to Graduate” and complete all portions of the application. See the Registrar’s Administrative Calendar (registrar.uic.edu/current_students/calendars/admin_calendar.php) for required deadlines. *Submitting your graduation application is required. Your degree will not be certified without a submitted graduation application.*

 - If you have completed or are completing a course(s) at another institution, send final transcripts to UIC as soon as grades are posted. Final transcripts should be mailed to:
Office of Admissions and Records (MC 018)
University of Illinois at Chicago, Box 5220
1200 West Harrison Street, Suite 1100 SSB
Chicago, Illinois 60607-7161
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During your final semester:

- Review your Degree Audit Report (DARs) via my.UIC.edu (see the University Links portlet: “DARSWeb for Student Audit”) in order to confirm that all requirements are in-progress to be completed. On your DARs, below the pie chart and bar graphs, it should include the statement “All Requirements Complete Using In-Progress Courses.”

- If you late drop or fail a course(s), contact your LAS academic advisor(s) in order to discuss any potential impact on your intended graduation.

- If you missed the deadline to submit your application to graduate online, complete a paper intent to graduate form at the Reception desk of the LAS Academic Advising Center (3rd floor, University Hall).

- After submitting your intent to graduate, check the LAS Commencement website for “Instructions for Students” regarding the Commencement ceremony: las.uic.edu/commencement. *Certification of your LAS degree requirements is separate and distinct from your participation in the Commencement ceremony. Your LAS academic advisors are responsible for the degree certification process and do not know the details of the Commencement ceremony.*