

## Graduation Checklist

As we all know this is a busy time finding jobs, moving and getting on with your new life. This is a checklist to help make leaving a little easier.

The following is a general list of items that will need to be completed in order to graduate. Please refer to your Academic Advisor for any issues related to your specific degree.

- Run a degree audit through your HOWDY portal. Discuss any concerns with your Academic Advisor.
  - ALL requirements must be met in your degree evaluation to “clear” for graduation.
  - If you are transferring courses from other institutions to complete your degree you must submit Proof of Co-enrollment (<http://registrar.tamu.edu/current/coenrlproof.aspx>) by the Q-drop deadline or YOUR APPLICATION WILL BE CANCELLED.
- Finalize your degree plan. Turn in proof of co-enrollment before deadline (this date changes every semester). Make sure all transfer credit transcripts appear on your HOWDY portal.
- Apply for graduation by the deadline through your HOWDY portal. A late fee of \$50.00 will be assessed to students who apply for graduation after the deadline.
- Buy or borrow your cap and gown! Please order your regalia by the deadline from the MSC Bookstore or on-line at <http://colleges.herffjones.com/college/tamu/> . You may also contact the MSC bookstore at 1-800-837-4235 with regalia questions.
- Clear your academic record. Incomplete grades must be converted to appropriate grades (satisfactory or letter grades) before you can graduate. Incompletes received in your final semester/term could prevent you from graduating.
- Please return all books, videos, equipment, or book locker keys, to the Library or to the professor that you may have checked out/or borrowed.
- Satisfy all financial obligations (fines, tickets, fees, etc.) with Texas A&M University. Outstanding debt could delay release of your diploma or transcripts.
- Apply for the Tuition Rebate through your HOWDY portal. You are eligible if you will be graduating within 4 years and under 123 credit hours.
- Acquire lodging for your family if they are planning on attending the ceremony.
- Please contact your local Post Office, postal carrier or visit the website: <http://www.usps.com> to complete an address change form. If this not completed, the mail will be returned to the sender after 10 days.
- Once you have graduated make sure you complete Exit Counseling for any student loans you will be repaying after your 6 month grace period.

Congratulations! You did it!

We wish you the best in your new endeavors as you transition into the next phase of life.