SPRIN 2019 GRADUATION TO-DO CHECKLIST

Step One: Review your degree audit/Contact your advisor
Verify all degree requirements have been met or in-progress to be met this term.
Undergraduates: if you are completing a minor, but haven’t declared it you must do so by April 2, 2019.
Graduates: if your Field of Study has changed from thesis to non-thesis or vice-versa, then the change must be finalized and submitted to Records by April 2, 2019.

Step Two: Apply for Graduation
Applications for fall graduation are available through your Self-Service Banner beginning Tuesday, January 22nd through Tuesday, April 2nd.

The online application will ONLY be accessible after your department has notified the Records Department of your eligibility. Once notified,
- An email will be sent to your preferred email address, providing directions on how to apply
- Your application will be accessible in your Self-Service banner
- A graduation status block will appear on your degree audit, if your catalog start date is 2014 or newer

If you do not receive an email, see “no curriculum” in Self-Service Banner and/or do not see a graduation block in your audit, the Records Department has not been notified, please contact your department immediately.

Step Three: Confirm Your Graduation Status
Graduation Coordinators will evaluate your degree audit for graduation. If you’re a candidate for graduation, the graduation status on your audit will show complete (see below), pending final grades of the term.

If your audit needs further review, your audit will indicate the following:

Step Four: Pay the Application Fee
When your graduation status shows “complete, application accepted” please make your payment through Self-Service Banner. Deadline to pay fee is May 9, 2019. Remember, you must apply for graduation to receive your diploma. This pays for the processing of your application and diploma printing. If for some reason, you are no longer eligible to graduate after you have paid the fee. The fee will now count towards the next semester, up to 3 semesters or one year. See policy on fee on Commencement page.
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Step Five: Participate in Commencement
Congratulations on your accomplishment! Lamar University's Commencement for the fall term is Friday, May 17th and Saturday, May 18th. Please note that you must have applied for graduation to participate in the ceremony.

Benefits of attending:
- Name and honors (if applicable) announced
- Celebrating with fellow graduates in your department, faculty and staff, family and friends
- Receive your diploma (audit must be at 100%, GPA must be 2.0 or higher for undergraduates and 3.0 or higher for graduates, and no financial holds on account)

Step Six: Receive Your Degree
After you are cleared for graduation, either with no remaining requirements or with your final courses in progress – and successful completion of those courses – your degree will be conferred (i.e., program completion will be indicated in your records, including your official transcript) at the end of the term, and a diploma will be provided to you at Lamar University’s Commencement Ceremonies in May or by mail. If mailed, please allow two to four weeks after the conferral date. Please remember that participation in commencement ceremony does not constitute official graduation from Lamar University; your degree must be conferred before you are considered a graduate of Lamar University.

Important Dates to Remember:
Jan. 22nd   Graduation Application process begins
April 2nd   Last day to apply for graduation
Undergraduates must have declared their minor
Graduates Field of Study change must be finalized and submitted to Records
Name correction – for commencement program and diploma printing
April 26th   Last day to purchase cap & gown (date subject to change by bookstore)
May 9th    Application fee due
Notification of change commencement attendance
May 17th    College of Arts & Sciences 7:00 pm*
May 18th    College of Engineering 8:30 am*
College of Business 11:00 am*
College of Fine Arts & Comm. 2:00 pm*
College of Education & Human Development 5:00 pm*
*student must arrive one hour early prior to start time to check in
May 22nd   Degree conferral will appear in your records by end of day
May 23rd   Finalized transcripts will be available for release
June 14th   Degree conferral for students who’s last class day is after May 17th and May Mini
Your diploma will be mailed. Please allow two to four weeks after the conferral date.

Additional information regarding graduating and commencement can be found on our Commencement page on Lamar.edu or our Facebook page “Lamar University Commencement”