DEPARTMENT OF MATHEMATICS AND COMPUTER SCIENCE

GRADUATING SENIORS
(Check List)

You Need To Do the Following to Apply For Graduation and Complete the Graduation Process

1. **Schedule an appointment with your academic advisor**

   a. Pick up a graduation preliminary approval form from the department office
   b. Request a copy of your English Proficiency results from the department office
   c. Complete a student information sheet from the department office
   d. Do a degree audit and neatly complete your major curriculum sheet with grades earned for each course
   e. Advisor must verify remaining courses needed for graduation
   f. Register for courses needed for graduation and print a copy of your class schedule
   g. If you will/can complete all course requirements for graduation, proceed to item #2

2. **Pick up a graduation application form from the Registrar's Office**

3. **Complete on-line Senior Exit Survey**

4. **Pick up study guide for Senior Exit Examination from the department office**

5. **Schedule an appointment with your academic program coordinator for preliminary approval for graduation. The program coordinator must verify the accuracy of information on your graduation application and sign the department graduation preliminary approval form**.

   a. Computer Science Majors (Dr. Nikunja K. Swain, Academic Program Coordinator), NH 324
   b. Mathematics Majors (Dr. James E. Keller, Academic Program Coordinator), NH 317
   c. Mathematics Education Majors (Mr. Sam N. McDonald. Academic Program Coordinator),NH 325

6. **Schedule an appointment with Dr. James E. Keller, Department Chair, before deadline to file. Please leave your folder with your preliminary approved graduation materials from your advisor and program coordinator with Dr. Keller at least two days before your appointment. Dr. Keller will check the accuracy of all preliminary approved graduation materials and sign the graduation application form as final approval for graduation.**

7. **Pay graduation fee at Cashier's Office**

8. **Take completed graduation application form to Registrar's Office to order graduation cap and gown**

9. **Take Senior Exit Examination before graduation**

10. **Complete Department Follow-Up and Recruitment Personal Data Form**

11. **Complete Exit Survey/Exit Interview for Major Program**

12. **Complete all courses and program requirements for graduation**