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ARE YOU READY?

SENIORS - Commencement will be here in no time! **You have requirements that must be fulfilled, you have documents that must be completed, and you have deadlines that must be met.**

We strongly recommend that you meet with Darlene in the Registrar's Office to verify that you are on track to successfully meet the necessary academic requirements for graduation. You should do this during the fall term. Check "Document Tracking" in your portal for updates on incomplete requirements.

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DUE END OF JUNIOR YEAR

___ **Writing Portfolio** – Consult Anne Kozak /Barbara Carter. Check Document Tracking in your portal to verify completion.

FRIDAY, October 21st Deadline:

___ **Human Ecology Essay Draft** – Submit to Barbara Carter with names of your 2 readers.

FRIDAY, February 17th Deadline:

___ **Human Ecology Essay** – Consult Barbara Carter. Check **Document Tracking** in your portal to verify completion.

APRIL 27th Deadline:

___ **Seniors Intending to STAND** – The **Standing Contract form** must be approved by the Registrar's Office and Ken Hill.

___ **Senior Project Proposal** – Your Senior Project Proposal be submitted to Barbara Carter and approved.

___ **Community Service** – Community Service form must be received by Jill Barlow-Kelley. Check **Document Tracking** in your portal to verify completion.

___ **Transfer, AP, IB Credit** – All official transcripts, including AP, IB, CLEP, for transfer credit, must be received by the Registrar's Office.

___ **Incompletes (IN) and EX's** – All incomplete (IN) independent studies and residencies missing your description and/or self evaluation plus any courses for which you received an EX or blank grade, must be completed and graded. Senior Project may be in progress.

___ **Graduation Program** – Check on Registration page on the Web, and email any changes to registrar@coa.edu for the following: Internship title, Your Name, Senior Project or Thesis Title, Your Hometown (where you are from)

___ **Internship** – Jill Barlow Kelley - Must be complete if graduating, registered if last term for standing.

___ **Library** – All overdue materials must be returned; Library Staff will notify the Registrar's Office that there is no hold on your diploma because of overdue materials.

___ **Business Office** – All accounts must be paid in full; Business Office Staff will notify the Registrar's Office that there is no hold on your diploma because of an overdue account balance.

___ **Spring Term Coursework** – Your instructors will notify the Registrar's Office that you are passing all of your coursework and that satisfactory progress is being made on your senior project.

___ **Certification of Bachelors Degree Requirements Form** – You must submit the Form, signed by your advisor, to the Registrar's Office. Your advisor will sign the document when he/she is sure you have completed all requirements including outstanding incompletes and registration for 36 credits.

FRIDAY, MAY 25th Deadline:

___ **Senior Project** – You must submit your Senior Project with signed title page and Library release statement to the Library Archivist (Ingrid Hill). Bring a copy of the title page, signed by Ingrid, to the Registrar's Office to receive senior project credit on your transcript.

___ **Self Evaluations** – You must email the description and self evaluation for your Senior Project to registrar@coa.edu

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