

### Advisor Graduation Check Procedures

**REMIND THE STUDENT TO REGISTER FOR GRADUATION AT THE REGISTRAR'S OFFICE IMMEDIATELY (even if the Checklist has not been completed).**

All seniors should have departmental advising holds placed on their registration.

Fill in student name and I.D. number on Graduation Checklist.

Review each area of the student's AR, as listed on the Checklist (be sure to use *Sec I of the Advisement report*, **NOT the unofficial transcript portion**, to check the 120 credits.

Initial each line that is clear (*no longer bolded on AR*).

If a line/area is still bolded, refer the student to the appropriate office listed on the Checklist; student **must** have the line *initialed* by the appropriate person to indicate that the requirement has been satisfied and any personalizing completed.

**ONLY WHEN ALL LINES HAVE BEEN INITIALED AS SATISFIED**, sign the Checklist and send the student to the department office to have the hold removed. **HOLD SHOULD BE REMOVED ONLY WHEN THE STUDENT PRESENTS THE COMPLETED AND SIGNED CHECKLIST AT THE DEPARTMENT OFFICE.**

**The completed graduation checklist should be kept in the student's advising folder.**