

# Graduation Checklist

Congratulations! Graduation is an exciting time for students at St. Edward's University. To make sure you graduate with your fellow classmates, the Office of the Registrar has created this handy checklist for you.

	Deadline	Date Completed
All degree requirements have been completed within my term of graduation. <i>Before dropping any courses, contact your school, program director or advisor to discuss any impacts to your graduation status.</i>	_____	_____
All credits toward my degree have been filed with the Office of the Registrar, and I've verified that the information has been received. <i>This includes grade changes, incomplete grades, challenge exams, CLEP exams and transfer work.</i>	_____	_____
I've paid any outstanding balances with Student Financial Services.	_____	_____
I've returned all equipment to Computer Services.	_____	_____
I've returned all books to the Scarborough-Phillips Library.	_____	_____
I've completed the Computer Competency Requirement	_____	_____
I've completed my student loan exit interview. <i>This is only required of students who obtained a College Access Loan, a Federal Stafford Loan or a Perkins Loan.</i>	_____	_____
I've received clearance from the Office of Student Financial Services.	_____	_____
I've updated my local and permanent addresses using EdWeb.	_____	_____
I've received my diploma confirmation letter through the mail and have verified that my name is correct. <i>If your name is not correct on this letter, you will need to complete a name change form in the Office of the Registrar no later than the posted deadline. Note that diplomas reflect the degree only — majors and concentrations are not printed on diplomas.</i>	_____	_____
I've attended GradFest and purchased my cap, gown, hood and tassel. <i>These are required for the ceremony. Invitations may also be ordered at the bookstore — allow at least two weeks for delivery.</i>	_____	_____

Specific dates and graduation deadlines are available at <http://www.stedwards.edu/regist/graduation.htm>.

### Office of the Registrar

St. Edward's University  
 Main Building, Room 221  
 512-448-8747  
 Monday–Thursday, 8 a.m. to 6 p.m.  
 Friday, 8 a.m. to 5 p.m.

