

TIPS for **GRADUATE STUDENTS** - ready to graduate

1. **UPDATE your PLAN OF STUDY**

VIEW your degree evaluation on Self-Service. Go to the myClasses tab and look for “Run my Degree Evaluation”. If what you see there does not accurately reflect your current plan, contact your adviser and submit a revision. Your plan of study must be in good order by the DEGREE COMPLETION DEADLINE for your final semester.

Need assistance viewing your evaluation? Call the Graduate School @ (316) 978-6247.

2. **SUBMIT your APPLICATION FOR DEGREE – know the deadline!**

The Application for Degree (AFD) places your name on the University Registrar’s pending graduation list. You **MUST** file by the published deadline to receive your award during your final semester. Please be aware.....**WE DO NOT ACCEPT LATE APPLICATIONS.** If for any reason you do not finish your requirements by the COMPLETION DEADLINE, you must submit a NEW AFD by the next published deadline in order to place your name on the next pending graduation list.

***MISSED the AFD DEADLINE? Don’t panic!**

Submit your AFD for the next available semester, and KEEP WORKING to complete your requirements as planned. As soon as you are able to complete your degree requirements, ask the Graduate School to provide a DEGREE COMPLETION LETTER. This letter can be used as proof of your award while you wait for your official transcript and diploma the following semester.

3. **ENROLLMENT is REQUIRED during your final semester**

Enroll in terminal activity during your final semester: thesis students enroll in one hour of thesis, project/1 hour of project, practicum/1 hour of practicum, portfolio/1 hour of portfolio, etc. DISSERTATION students must be enrolled in two hours of dissertation. Coursework students enroll in 1 hour of appropriate program enrollment, (consult your adviser as needed).

***IF you completed your requirements but **MISSED your intended AFD deadline**.....**

NO ENROLLMENT is required *provided* that you finished your requirements per the prior semester’s DEGREE COMPLETION deadlines.

(No enrollment required if you are truly finished and just waiting to receive your diploma and transcript.)

VIEW YOUR GRADUATE SCHOOL DEADLINES!

GRAD SCHOOL DEADLINES are available:

www.wichita.edu/GRADSCHOOL

Posted outside our office: 107 JARDINE HALL

CALL US: Mon. thru Fri., 8 am to 5 pm. (316) 978-3095

AFD deadline is always: **20th day** of class for a **SPRING or FALL** award, & **10th day** of class for a **SUMMER** award