

# Applying to Graduate - Undergraduate Checklist

Before applying to graduate, all students should meet with their major (and minor/honors, if applicable) academic advisor(s). Students seeking multiple majors/minors should meet with the advisor for each major/minor. Honors College students should meet with an Honors College advisor.

## Before meeting with an advisor:

- Verify your declared major(s), emphasis, minor(s), and catalog year(s) are correct in CIS.
- Review your Degree Audit (in CIS)
- Schedule an appointment with your advisor(s) through your Navigate360 profile.

## During the meeting with your advisor(s):

- Discuss plans to complete University graduation requirements: minimum GPA 2.0, 122 total minimum credits; minimum 40 credits of upper division (3000 level or higher) courses, and the residency requirement.
- Discuss plans to complete any remaining General Education, Bachelor's degree, and major and/or minor requirements.
- Discuss any plans to repeat courses.
- Review U of U and transfer coursework to identify any repeated or duplicated courses.
- Discuss plans to resolve any I (incomplete) or T (work in progress) grades.

## After the meeting with your advisor(s):

- Apply for graduation online via CIS prior to application deadline. You will see a tile titled *Graduation* in your Student Homepage where you will find the graduation application.
- Review your Degree Audit report periodically to ensure that all requirements are showing "in progress" or "completed."
- Check *View Graduation Status* in CIS to check the status of your graduation application.
- Confirm that you or someone you know will be able to receive mail at the mailing address listed on CIS. Keeping in mind that the mail will be sent 2-3 months following the end of the semester.
- For all questions regarding late applications, changes to applications, adding/removing a minor, or other concerns, please visit: <https://registrar.utah.edu/graduation/faqs.php>

## Important Information:

- Your diploma will be mailed to the mailing address on record in CIS.
- Once final grades are posted, the Registrar's Office certifies all requirements have been met. Diplomas are ordered and mailed weekly as degrees are posted. This process cannot be expedited and may take up to 45 days after the last day of the term to complete. Note: Diplomas will not be sent if you have a hold on your account.
- Minors and emphases are not awarded separately from degrees. If these components are not complete you will need to decide to graduate without them (if possible) or delay your graduation to a subsequent term.
- Stay informed with the latest updates on the Price College of Engineering commencement ceremony by visiting this page <https://www.price.utah.edu/graduation>.

Any further questions regarding graduation can be directed to [graduation@utah.edu](mailto:graduation@utah.edu) or your advisor(s).