

STEPS TO A SUCCESSFUL GRADUATION

1. **APPLY TO GRADUATE**: Apply to graduate through Student Administration by the **4th week** of your final semester for each degree you are completing (or the Spring semester for Summer graduates). You are able to apply once registration for your last semester opens up and applying by the 4th week ensures you will be included in Commencement communications.
2. **CONFIRM YOUR CONTACT INFORMATION**
 - a. **NAME** - Please review the spelling, capitalization and punctuation to ensure it appears correctly. The Primary Name is what prints on the diploma unless a Degree Name has been designated. Degree Name must share the same last name as the Primary. Changes to Last name will require official documentation submitted to the Office of the Registrar. Diplomas reprinted due to incorrect name will incur a cost for replacement.
 - b. **ADDRESS** - The Mailing/Billing address is where diplomas will be mailed unless a separate Diploma Address has been designated. Diplomas are mailed approximately 2 months after conferral so the address should be appropriate for that timeframe. Diplomas reprinted due to improper address will incur a cost for replacement.
 - c. **PERSONAL EMAIL** - Your UConn email address will be inactivated the following the semester after you graduate so future communications will be forwarded to the other email address on file.
3. **RUN YOUR OWN ACADEMIC REQUIREMENTS REPORT**: The Academic Requirements Report outlines all the requirements necessary to earn your degree (i.e. general education, major, minor and concentration) and all the courses that you have completed that fulfill those requirements. Any areas unfulfilled will be listed as **Not Satisfied**. Unless noted on the report, areas that are not satisfied or missing will need to be addressed to clear you for graduation. Please see your advisor for assistance.
4. **SUBMIT A FINAL PLAN OF STUDY**: Plans of study are required to be submitted for each major and minor you are completing and is in addition to Applying for Graduation. All Plans of Study need to be submitted by the **4th week** of your final semester.
 - a. **MAJORS** - Major Plans of study are submitted electronically through the Student Administration system. Dual Degrees and Doubles Majors will have one button with multiple comment boxes. Comments should include anything that needs explanation or additional approval that does not show as satisfied on your Advisement Report. Progress can be tracked on the Plan of Study Approval page in Student Administration and you will receive an email once the department has approved the plan and forwarded to Degree Audit for final review (Pharm/Pharm D and Nursing majors are exempt for Plans of Study. Honors students have additional requirements. Contact the Honors department for assistance).
 - b. **MINORS** – Minor plans of study may be electronic as above or can be a hardcopy form located either at the department office or their website. They are approved by the designated minor advisor and submitted to the Degree Audit Office. Minors need to be declared prior to submitting a final plan of study and if it is not being completed, it must be officially dropped by notifying the Office of the Registrar or graduation will be impacted.
5. **CHECK YOUR UCONN EMAIL ACCOUNT**: Once you have applied for graduation and submitted all your approved plans of study, you will receive an email during your final semester after an official audit has been completed. This is additional to the email confirming your Plan of Study(s) has been approved

by the department. You will also receive an email indicating your degree has been awarded within 1 month after the conferral date. In addition, emails are sent to notify you when diplomas are mailed out.

COMMENCEMENT DETAILS

Commencement is a celebration of accomplishments, not the actual conferral of the degree. Degrees are conferred in December, May and August while the Commencement ceremony occurs annually in May. Students who complete their degree requirements the previous August, December, that May or August are invited to participate in the Commencement ceremony. More information is located at www.commencement.uconn.edu.

QUESTIONS OR CONCERNS?

- Contact your advisor or Undergraduate Advising office
- Contact the Degree Audit office. They are located in the Office of the Registrar in the Wilbur Cross Building and are available Monday-Friday from 8 am to 5 pm and by phone at 486-6214.