

# Graduation Checklist

- **Apply for graduation**

*Link to graduation application on your MyMichiganTech checklist. Submit this application the semester before you plan to graduate. This application includes the semester you will complete your degree requirements (i.e., graduate) and the semester if you plan to attend commencement.*

- **Run your interactive degree audit in u.achieve (in BanWeb)**

*When running your online audit, be sure to run the default audit that says "Latest". It is important that you run your online degree audit after you have registered for your last semester of classes. All of the areas on the degree audit should be **green** except the last two areas, Repeated Courses and Courses Not Used, which are always red. If there are questions concerning your degree audit, contact **Danise Jarvey**. You will receive email notification once your online degree audit has been approved by your department.*

- **Complete the "Job Offer" form on Banweb**

*This form is for those going to graduate school, into the military, joining the Peace Corps, or taking a job after graduation. This is important because this is how Michigan Tech determines its job placement rate upon graduation. The form can be found on the commencement website or on Banweb.*

- **Complete your loan exit counseling for financial aid**

*Some loan programs require that you complete exit counseling. You will receive an email notification if you are required to complete this. If you have questions, please contact the Student Financial Services Center at 906-487-2622.*

- **Order your cap and gown, honor cords**

*If you are participating in Commencement these need to be ordered on time (usually by Week 6) to avoid a late fee. Go to the commencement webpage for more information on commencement (e.g., tickets).*

*<http://www.mtu.edu/commencement/>*

- **Check that your name is on the Graduation Candidates List**

*Even if you are not participating in commencement, your name should be on this list, which is located on the commencement webpage.*

- **Participate in departmental events**

*Watch your email for more information on these events.*

- **Participate in commencement ceremony**

*Commencement is optional; however, you are encouraged to attend. Summer graduates wishing to participate in commencement are automatically assigned to the spring ceremony. If you wish to participate at a later date, please contact Degree Services at [degree@mtu.edu](mailto:degree@mtu.edu) or 906-487-2395.*