


GRADUATION CHECKLIST FOR STUDENTS

www.tamuc.edu/graduation

graduation@tamuc.edu

PRE-APPLICATION STEPS		
Meet with your advisor to make sure you should apply to graduate. <b style="color: red;">Go to the Application Instructions page of our website for details on how to apply.		
APPLY FOR GRADUATION		
Apply <b style="color: red;">BEFORE the deadline. Do not wait until all of your courses are complete or you have passed your comps.		
Check your LeoMail frequently for updates and information from the graduation office.		
Recommendation: Save all of your graduation emails in one place so you can easily refer back to them.		
POST-APPLICATION STEPS		
<b style="color: green;">YES		<b style="color: red;">NO
	Order your cap and gown as soon as the application deadline passes.	
	Monitor your LeoMail for graduation information. We'll email you when ceremony details and ticket information are updated. This will be <b style="color: red;">AFTER the application deadline.	
	Wait for application status updates. We will email you with a status update after we've reviewed your degree requirements. <b style="color: red;">Contact your advisor if you have questions about your graduation status.	
	Claim your allotted guest tickets. You do not have to wait for clearance to do this.	
	Notify our office of any name, address, or ceremony attendance changes.	
	Check your LeoMail for ceremony instructions. We'll email you with specific instructions for the ceremony. There will not be a rehearsal.	
	Attend the ceremony. Be on time!	
	Make sure you have submitted any remaining transcripts from other institutions if needed.	
	Wait for notification that your degree has been awarded. We'll email you when it's awarded. This step could take up to 3 weeks.	
	Check for holds on your account. We'll email you with instructions regarding what to do about holds. You can't get your transcript or diploma if you have holds.	
	Pick up your diploma or wait for us to mail it. We'll email you instructions.	