

## Graduation Checklist

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### During the semester prior to your intended final semester:

- Review your degree audit via [my.UIC.edu](http://my.UIC.edu) (see the portlet: “Degree Audit uAchieve”) in order to confirm what requirements you have remaining.
  
- During Weeks 3-6 of the semester, schedule an appointment with your assigned LAS academic advisor via [student.las.uic.edu](http://student.las.uic.edu) to verify your progress towards degree completion, including remaining requirements, which will need to be completed in your final semester.

LAS academic advisor: \_\_\_\_\_ LAS academic advisor’s initials: \_\_\_\_\_

- During Week 3-8 of the semester, schedule an appointment with your major (and minor, if applicable) academic advisor(s) via [student.las.uic.edu](http://student.las.uic.edu)\* to verify your progress towards major/minor completion, including remaining requirements, which will need to be completed in your final semester.

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

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### Once you have registered for your final semester:

- Review your degree audit via [my.UIC.edu](http://my.UIC.edu) (see the portlet: “Degree Audit uAchieve”) in order to confirm that all requirements are in-progress to be completed. On your degree audit, below the “Open All Sections” and “Close All Sections” options, it should include the statement “All Requirements Complete Using In-Progress Courses.”
  
- During Weeks 11-15 of the semester prior to your intended final semester, meet with your assigned LAS academic advisor to verify that all university and college degree requirements are being satisfactorily completed.

LAS academic advisor: \_\_\_\_\_ LAS academic advisor’s initials: \_\_\_\_\_

- During Weeks 11-15 of the semester prior to your intended final semester, meet with your major (and minor, if applicable) academic advisor(s) to verify that all requirements of all major(s)/minor(s) are being satisfactorily completed.

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

Major/minor academic advisor: \_\_\_\_\_ Major/minor academic advisor’s initials: \_\_\_\_\_

**(OVER)**

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*\*If you are not able to schedule an appointment with your major or minor advisor(s) via [student.las.uic.edu](http://student.las.uic.edu), see [las.uic.edu/departentaladvising](http://las.uic.edu/departentaladvising) for direct contact information for appointment scheduling.*

**Once you have registered for your final semester (continued):**

- If you late drop or fail a course(s), contact your LAS academic advisor(s) in order to discuss any potential impact on your intended graduation.
  
- Apply for graduation via the [my.UIC.edu](https://my.uic.edu) Student Self-Service menu. After logging in, select the “Graduation” link. Read the information provided on the “Graduation Information” page, then select “Apply to Graduate” and complete all portions of the application. See the Registrar’s Administrative Calendar ([registrar.uic.edu/current\\_students/calendars/admin\\_calendar.php](https://registrar.uic.edu/current_students/calendars/admin_calendar.php)) for required deadlines. *Submitting your graduation application is required. Your degree will not be certified without a submitted graduation application.*
  
- If you have completed or are completing a course(s) at another institution, send final transcripts to UIC as soon as grades are posted. Final transcripts should be mailed to:  
**Office of Admissions and Records (MC 018)**  
**University of Illinois at Chicago, Box 5220**  
**1200 West Harrison Street, Suite 1100 SSB**  
**Chicago, Illinois 60607-7161**

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**During your final semester:**

- Review your degree audit via [my.UIC.edu](https://my.uic.edu) (see the portlet: “Degree Audit uAchieve”) in order to confirm that all requirements are in-progress to be completed. On your degree audit, below the “Open All Sections” and “Close All Sections” options, it should include the statement “All Requirements Complete Using In-Progress Courses.”
  
- If you late drop or fail a course(s), contact your LAS academic advisor(s) in order to discuss any potential impact on your intended graduation.
  
- If you missed the deadline to submit your application to graduate online, complete the [Late Intent to Graduate form](#).
  
- After submitting your intent to graduate, check the LAS Commencement website for “Instructions for Students” regarding the Commencement ceremony: [las.uic.edu/commencement](https://las.uic.edu/commencement). *Certification of your LAS degree requirements is separate and distinct from your participation in the Commencement ceremony. Your LAS academic advisors are responsible for the degree certification process and do not know the details of the Commencement ceremony.*

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**Career and job search readiness:**

- Familiarize yourself with the Career Services and resources available to you as you prepare for your plans after graduation.
  - As an LAS student, you have access to the [LAS Career Development and Internships](#) office as well as [UIC Career Services](#) to guide and support your career goals. Lastly, don’t forget that as a UIC student you have exclusive access to [Handshake](#), an all-in-one online career platform to gain access to jobs and internships!