Steps Toward Graduation

Congratulations on taking your next steps towards graduation from Anderson University! The role of the University Registrar’s Office is to educate and encourage students to be proactive on their path to graduation. Undergraduate students should begin the graduation process upon earning 90 hours. Graduate students should stay in contact with your respective College to be sure you begin the process at the appropriate time. All students should follow the steps below.

1. **Meet with your academic advisor**
2. **Complete and submit an Application for Graduation**
3. **Receive degree audit**
4. **Order academic regalia**
5. **Attend Graduate Meeting (undergraduates ONLY)**
6. **Confirm financial clearance**
7. **Participate in the commencement ceremony**

**Step 1: Meet with your academic advisor**
Prior to or upon completion of 90 hours, you should schedule a meeting with your academic advisor. At this meeting, you should review the following:

- Individual Program Worksheet (IPW)
- Remaining courses to complete, per your IPW
- Confirm your major/minor (if applicable) in Self Service to make sure it matches your IPW.

**Step 2: Complete and submit an Application for Graduation**
Once you have met with your advisor and have determined you are eligible to apply for graduation, your next step is to complete the Application for Graduation. You must submit your application by the stated deadline each semester, as distributed by the University Registrar. You should consult the Important Dates document for this date. You may access both the undergraduate and graduate applications by clicking the links below. You may also pay your application fee by clicking the appropriate link. Once you have completed all of these steps, submit your application packet to the University Registrar’s Office, located in the basement of Vandiver- Room 007. Your packet MUST contain the following:

- Completed application. Be sure to write your name as you wish it to appear on your diploma and indicate whether or not you will participate in the ceremony. **If you are not participating, then you must indicate on your application if you will pick up your diploma or if you would like to have your diploma mailed. Failure to include this information may result in an additional fee to reorder your diploma, as we do not hold diplomas.**
- Completed IPW for all majors AND minors.
- Receipt showing payment of application fee OR signature from Anderson Central on application.
- Additionally, undergraduate students should check with Campus Ministries and Student Development as to their Journey and CEP status (if applicable).

**Incomplete graduation applications will not be processed, and will be returned to the student.**
Step 3: Receive degree audit
Each student submitting an application for graduation will have their record reviewed by the University Registrar. A course by course audit is performed based on the IPW submitted with your application. Audits are performed in the order received. It is imperative that you and your academic advisor carefully review your application and supporting documents prior to submitting it for audit. The audit by the University Registrar should not be used as a planning tool toward graduation, rather a final confirmation that you are meeting requirements.

**ALL DEGREE AUDITS ARE SENT TO THE AU EMAIL ACCOUNT**
You are responsible for opening and reading the audit. Your advisor will also receive a copy of the audit. You should meet with your advisor to review the degree audit and discuss any issues that were noted. Please note that you do not have to submit a revised application if your audit indicates that you are not meeting requirements. You and your advisor should discuss how to resolve the issue first. **You will only have to reapply if you do not graduate that particular semester for which you have applied.**

Step 4: Order Academic Regalia
Once you have received your degree audit and have reviewed it with your advisor, you should contact the Bookstore about ordering your academic regalia. They offer several Grad Finales during the year, at which time you may order your cap, gown, announcements, and other items needed for graduation. Please check with them for specific dates and times.

Step 5: Attend Graduate Meeting
All undergraduate applicants for graduation must attend a Graduate Meeting. You will be scheduled for one of these meetings by your respective college. Meetings are held in April for spring graduation and in November for December graduation. Someone from the following offices will be at the meetings to share pertinent information:

- Alumni Affairs
- Graduate Studies
- Student Services
- Financial Aid Planning

Students will participate in two online surveys offering feedback about their overall college experience and specifically about their major.

Step 6: Confirm Financial Clearance
In order to participate in a commencement ceremony, to receive a diploma, and to request an official transcript, a candidate for graduation must have paid all outstanding debts to Anderson University including payment for all tuition, fees, room and board, parking fines, disciplinary fines, library fines, and charges for lost or damaged library materials. You should check with Anderson Central prior to graduation to ensure you are clear.

Step 7: Participate in the Commencement Ceremony
Commencement is the culminating experience of your Anderson University journey. As such, all graduating students are encouraged to participate in their respective commencement ceremony. Only graduating candidates who successfully complete all requirements (including Journey and CEP, if applicable) will be eligible to participate in the commencement ceremony. Students not meeting requirements will be notified prior to rehearsal and should reapply for a subsequent graduation. All graduates should plan to attend a rehearsal prior to commencement, day and time to be distributed by the University Registrar.

August graduates are invited to participate in the December ceremony and should indicate their plans on their application for graduation. If you choose to return to participate in the ceremony, you will receive your diploma at the ceremony, but your graduation date will appear on your official transcript.