

# Spring 2019 Graduation Checklist

## January:

1. Request a current degree audit and review to make sure you will complete all requirements for graduation.
2. Meet with Megan or Lynne early in the semester to review your degree audit. Do this the first or second week if possible to make sure that you can still add courses you might need.
3. Have all transcripts for coursework taken outside UI sent to Iowa- This is required.
4. Have you filled in second grade option paperwork at 120 Shaeffer Hall, if applicable?
5. Fill in your application for graduation on your MyUI account. Deadline Feb. 22.

## February:

1. If you are graduating with Honors in the Major meet with Lynne or Megan to begin the new application process. There is Honors information on the SAAH webpage- undergrad honors.
2. BFA's are required to sign up for ARTS:4195, BFA show.
3. If you are doing Honors in Major (HIM), go to the meeting to review the process.
4. If you are doing HIM sign up with Lynne for the Group Honors show.
5. If you are interested in participating in the Graduating Senior show, contact Lynne.
6. Graduation application and Departmental Honors application due Feb. 22.

## March/April:

1. Graduation is May 11. Make sure you have reserved hotel rooms for family.
2. Graduation information will be available at: <http://registrar.uiowa.edu/commencement>
3. SAAH will be holding infoessions on: Networking; Job Search Strategies; Cover Letters/Resumes, Graduate School, Grant Writing, career development. Find this information on the SAAH webpage-resources-students
4. Save Friday, May 10 from 2-3pm for the SAAH Reception for graduating seniors and their families.
5. Meet with our career counselors for information about job search resources.
  - a. update your resume; craft cover letters specific to each job; Get on HireaHawk
  - b. update and make your social media platforms appropriate
  - c. If you are applying to graduate school, visit the link to graduate schools on our infoession page.
  - d. If you are graduating with Departmental Honors make an appointment with Lynne or Megan. Forms should be filed, pictures submitted, project completed, registered for show.
6. Check the registrar site above for more specific information about gowns and program.

## May:

1. Honors Group show- week of April 29-May 3.
2. Graduating Senior Show- week of May 6-10.
3. Reception for Graduating Seniors and their family/friends: May 10, 2-3pm
4. All BFA shows should be completed along with the paperwork.
5. Preserve your email and electronic files and access: <https://its.uiowa.edu/graduates>