

IMPORTANT STEPS TO ENSURE A SMOOTH COLLEGE CAREER AND GRADUATION

FRESHMAN YEAR

1. Take all required **developmental** courses - see separate form indicating which *you* need to take, if any. (Real World Arithmetic, Intermediate Algebra, English Review, Reading & Study Skills)
2. Concentrate on 100 level **general education** courses.
3. If you qualify and are interested in the **Honors program** please submit an application for minor (Honors) to the Registrar's Office during your first semester.
4. Keep the Registrar's Office informed of any changes in your major.
5. It is important to work closely with your major adviser
6. If you are considering **teaching licensure** you must also get advisement from the Education Department
7. In order to complete a BA or BS degree you must earn at least **124** semester hours (some majors require more). In order to finish in 4 years you must average 15.5 credits each semester.

SOPHOMORE YEAR

1. Finalize your choice of major.
2. If you intend to pursue two majors you must submit a "**permission to double major**" form
3. By the end of the year submit an "**application for major**" form to the Registrar's Office (note that your application cannot be approved if any developmental courses are still outstanding - see #1 of freshman year).
4. If you intend to complete any **minors** also submit applications for minor(s).

JUNIOR YEAR

1. Most of your general education courses should be completed by now.
2. In the spring it is **very important** that you submit an "**application for graduation**". (Over the summer the registrar's office will do an audit of your records and send you a list of the courses that need to be completed during the senior year.)

SENIOR YEAR

1. Carefully and thoroughly read the degree audit information that was sent to you over the summer, including the **remainder list**. Go over this with your adviser as well. If there are any changes, errors, or oversights please come to the Registrar's Office promptly.
2. It is your responsibility to register for the proper courses, have transcripts from other schools sent, submit applications for majors, minors and graduation.

3. Re-read the previous years' information to ensure that you have not overlooked something.
4. Will you have earned at least 124 credits and met all requirements?

Checklist of items to be taken care of:

- Complete developmental courses (if any)
- Submit application for Honors program, if applicable
- Submit application for major(s)
- Submit application for minor(s), if applicable
- Submit application for graduation
- Carefully read the degree audit information which will be sent to you