

## Graduating Senior Checklist

Congratulations! You're almost there! But to make sure you get to graduation okay, make sure to complete the checklist below:

### **Complete Application for Degree**

[www.alcorn.edu](http://www.alcorn.edu) → Academics → Office of Student Records → Student Success Resources

### **Current Transcript**

Student must obtain a current student transcript from the Office of Student Records.

### **Current Course by Study Sheet**

This sheet maybe collected from the appropriate curriculum advisor. The student must complete the sheet (both sides) and submit it to the advisor for final evaluation and signature.

### **Substitution Waiver Form(s)**

[www.alcorn.edu](http://www.alcorn.edu) – Office of Student Records – Online Forms – Substitution Waiver

### **Complete the Departmental Exit Application Form**

This form is available under the Department of Education & Psychology webpage at [www.alcorn.edu](http://www.alcorn.edu) under "Exit Examinations".

### **Complete the Departmental Exit Exam**

(November & March) Note: If you miss the exam, please contact your advisor.

### **Graduation Cap & Gown Requirements**

You can learn more about getting your Cap & Gown at [www.alcorn.edu/commencement](http://www.alcorn.edu/commencement)

### **Complete the Student Clearance Form**

This form may be obtained from the Student Affairs located on the second floor of the Union

Please make sure all forms are typed and signed before submission.