Alcorn State University

THE GRAD REVIEW

OFFICE OF GRADUATE STUDIES

August 23, 2017

Dear Student:

Welcome to the 2017-2018 academic year at Alcorn State University. The Graduate School has exciting news to share about advisement as you progress towards degree completion. We have transitioned to a virtual environment to give you access to tools, go.alcorn.edu. If you are a prospective graduate for fall commencement, congratulations on continuing to progress toward completion of your degree! Fall 2017 Commencement is 10 A.M., Friday December 8, 2017 in the Whitney Auditorium (rain or shine). In preparation, be sure to close the gaps in the requirements below:

Donzell Lee, Ph.D.
Provost and Executive Vice President for Academic Affairs

KEY DATES

The Graduation Calendar on the Graduate Studies webpage publishes important deadlines for degree completion (e.g. deadline to submit application for commencement, application fee, cap and gown measurements, etc.). A link is also provided to the Commencement webpage.

Date	Event
August 21- September 8	Apply to graduate in go.alcorn.edu
September 8	Deadline to pay $50 Application Fee; $100 fee affixed if paid after deadline
September 9	Degree Audit Begins
September 27	Deadline for adviser to assign Degree Plan in go.alcorn.edu
September 28	Last day to submit Thesis Defense notification to graduate office
September 28	Deadline to apply for Area Exam for School Counseling & Clinical Mental Health Counseling (visit Department of Education and Psychology website to register)
October 13	Deadline to register for Core Exit Exam (visit Department of Education and Psychology website to register)
October 20	Core Exit Exam 8:00-12:00 noon, Walter Washington Admin Bldg
October 20	Deadline to register for AREA Exam (visit Department of Education and Psychology website to register)
October 20	Deadline to submit eCopy of Thesis/Research Project to graduate office
October 27	AREA Exam 8:00-12:00 noon, Walter Washington Admin Bldg.
October 27	Area Exam for School Counseling & Clinical Mental Health Counseling, 8:00-12:00 noon, Walter Washington Admin Bldg., Classroom #5
November 10	University Clearance begins for December graduates; Clearance status will populate in go.alcorn.edu
November 17	Deadline to submit bound Thesis/Research Project to graduate office

GRADUATION GUIDELINES & EXPECTATIONS

UNIVERSITY CALENDAR
The Academic Calendar on the Alcorn Homepage displays key dates and deadlines (e.g. registration deadline, degree application submission timeline, application fee dates, university clearance dates, etc.).

ADVISEMENT
All degree requirements must be met to participate in commencement. Meet with your academic adviser to confirm you are on track to complete all degree requirements.

go.alcorn.edu

The graduate platform for go.alcorn.edu went LIVE! August 21, 2017. Graduate students

Architect Features
- Access Degree Plans
- One-Time Self Selection of Degree Plan if Unassigned by Adviser
- Graduation Candidacy Checklist
- Student Dashboard to Display Progression Status
- Access to PIN
- Electronic Clearance Status
- Electronic Course Substitutions & Transfer of Credits
- Apply to Graduate
- Degree Audit
- Messaging
- Communications Tracking

Graduate students should contact your academic advisor for more information. Make sure your Degree Plan is up-to-date in go.alcorn.edu before you submit your application for degree.

Go.alcorn.edu is a comprehensive web-based common advising platform, degree completion engine, and degree audit system. It furnishes a common advising platform so that all success resources (advisers, chairs, deans, retention specialists, athletics compliance staff, etc.) can coalesce around registration, scheduling, class attendance, and sequencing to optimize pathways to graduation. Such key success personnel are not only able to view student progress but also provide needed interventions long before the student knows s/he may have (potential) problems.

FINALIZE & SUBMIT APPLICATION
All Fall 2017 graduating students must **apply for graduation** by September 8, 2017 using the electronic submission process in go.alcorn.edu. The paper application is **obsolete**. Login and access the Checklist tab. In the third section, Graduation, Approved Application for Degree entry is listed. In the Status column, Click Here to submit application. Following submission, each student's account will be charged the $50 Non-Refundable Application Cap/Gown Fee.

NEW! $50.00 GRADUATION APPLICATION FEE
A $50.00 graduation application processing fee is affixed to the application for degree process effective fall 2017. The assessment includes a cap & gown fee which must be paid on or before September 8, 2017. The degree audit process will not be completed if this application fee is not paid. The fee doubles if paid after the application deadline--**September 8, 2017 for Fall 2017 Commencement**. The application fee can be paid electronically using the Student Account Suite, TouchNet, and will be credited to your account. If the fee is paid in person to the Business Office, students are advised to retain your receipt # as proof of payment because your application will **not** be audited (to clear and post your degree) without payment. The two-step graduation candidacy process is to (1) complete the graduation application <u>and</u> (2) pay the $50.00 application fee by or before September 8, 2017; otherwise, the application fee doubles to $100.

COURSE ENROLLMENT
Students expecting to clear for December degree completion should enroll (today!) in fall courses that you need to finish for December Commencement 2017. Avoid closed classes, overrides, class conflicts, and delays. **Be sure to thoroughly examine Fall 2017 schedules to ensure that you are not missing the opportunity to enroll in a course that may only be offered once. Be reminded you must complete all course and academic requirements to graduate.**

ELIMINATE FEES, FINES & HOLDS
Graduating students must have a zero balance to participate in commencement and receive transcripts/diplomas. Contact the Bursar 877-2377 concerning fines, tickets, fees, etc. University Clearance will be an electronic process beginning fall 2017 and viewable in go.alcorn.edu. The paper clearance process is **obsolete**.

It is the student's educational responsibility to assume accountability for closing the above gaps for degree completion. Collaborate with your advisor to ensure you have met all degree requirements to clear your record of any academic deficiencies (e.g., outstanding grades, incompletes, substitutions, transfer of credits, six-year time limit issues, thesis or research project, exit exams, writing proficiency, etc.).

> For questions, please see the "Graduation Guidelines" in this link: FAQs. We look forward to seeing you on stage at Commencement December 8, 2017. Congratulations!