

BSEE and BSCpE Graduation Checklist (Spring/Summer 2012)

CHECK BOX

- 0. Read this entire GRADUATION CHECKLIST (all 13 items!) before trying to follow the directions.
- 00. If you do not graduate in Spring/Summer 2012 and then file an Intent to Graduate for a later semester you must obtain a new Graduation Application package and completely redo the ECE Department Graduation Application paperwork.
- 1. If you have not done so, complete your Graduation Intent Form on Patriot Web at:
<http://registrar.gmu.edu/graduation/submitintent.html>. You can not be "cleared" for graduation until this form and the on-line Senior Survey has been completed. Read the important information. Note pertinent dates. You are responsible for these dates.
- 2. From PatriotWeb print a copy of your Transcript and a copy of your Degree Evaluation (DE) using the "**Detail Requirements**" Display Option. Both must be in **Portrait mode** and **show all data**. **Make sure all columns of the DE show in your printout**. DEs exist for degree requirements for catalog years starting with Fall 2001. If the DE does not exist for your catalog year, you can make a copy of your degree requirements listing as printed at the back of your "Bluebook". **You must make sure your DE or Degree Requirements Listing must show the catalog year of the requirements you are meeting to earn the degree.**
- 3. An EE Concentration must have been declared no later than a student's next to last semester. This is done using a Change of Major Form. No advisor signature is required. If you have declared an EE Concentration you must make sure the Degree Evaluation you are submitting has the Concentration shown near the top-right corner of page one of the Degree Evaluation in Detail Requirements format.
- 4. Pick up (a) *Signature Sheet*, (b) *Degree Details* form, and (c) *EBI Engineering Student Survey* (plus Volgenau School Questions and Instructions pages) from the ECE Department office.
- 5. Fill out all entries above the double line on the *Signature Sheet*, including the statement about the Senior Survey. This must be signed, verifying (under the dictates of the GMU Honor Code) that you have completed the on-line Senior Survey (normally following the Intent to Graduate Form). If you missed it when you did your Intent To Graduate form, you must complete the Senior Survey (by going to <http://assessment.gmu.edu/ExitSurvey.html>) and then sign the *Signature Sheet*, prior to turning your Graduation Application package in to the ECE Department. If you have not completed the Senior Survey and signed the *Signature Sheet* then the completion of your degree program will not be reported to the Registrar.
- 6. Read carefully and fill out the appropriate sections of the *Degree Details* Form. (Detailed requirements for each of the EE Concentrations are in the ECE undergraduate "Bluebook".)
- 7. In your DE, carefully check for any Requirements flagged with a red "No" in the "Met" column. **Mark up the DE in red ink** clearly showing how and when you intend to satisfy these "Not met" requirements. Next to the TECH_ELEC requirement in the Major Courses area, **list in red** any Technical Electives that are not already shown in this section. If there are Requirements Remaining for which you do not have an "answer", see the ECE Department Associate Chair *immediately*. Watch particularly for the "Upper Division Requirement" area. Satisfying it is *mandatory*. All 300 and above courses count, even ENGL/ENGH 302. You must explain and show how you are meeting all printed requirements in the DE. If you are using a copy of the Degree Requirements Listing (DRL) from the back of your Bluebook, enter the GMU grade you earned or enter "SP012" for Spring, and "SU12" for Summer classes. For transfer courses, list the course number from the **other** school in the "Completed/Grades" columns. Fill in any appropriate "course blanks" (i.e. technical electives, Global Understanding, etc) with specific courses on the DRL.
- 8. Take the *Signature Sheet*, DE or DRL, Transcript, and *Degree Details* form to your advisor for review. Obtain your advisor's signature and date on the *Signature Sheet*. **It is your responsibility** to start early enough that you have time to visit, email, phone or write to get your advisor's signature. If your advisor is on sabbatical go to Dr. Berry for your "advisor's signature". Do not go to him if you just "can't contact" your advisor.
- 9. **No later than Mar 2** return the *Signature Sheet*, DE or DRL, Transcript, *Degree Details* form and *EBI Survey* to the ECE Dept office staff. (You can turn the *EBI Survey* in at Room 2509, Dean Caraballo's office, and get a "receipt" to be turned in at the ECE Dept if you wish.) Get logged in (Name, **Permanent/long term** (i.e. "**diploma**") Address, Phone, G#, email) at the ECE Dept office, have your Login Number annotated on your *Signature Sheet* and your DE/DRL copy. Make sure that your "Login" entry is annotated to show you *did* turn in the *EBI Survey* or the "receipt". (Note the Survey does not have your name on it!). If you do not turn in the *EBI Survey*, then completion of your degree program can not be transmitted to the Graduation Section. The Registrar should automatically send a declared Minor or second Major Application to the Department *offering the Minor or the Major for their approval*, keep checking your email for any alerts about not meeting requirements. If you believe you may have a "problem" with the requirement for "8 unique hours" for a Minor or "18 unique hours" for a second Major, you should immediately make direct contact with that Minor or Major department.
- 10. Regularly check your email for any indication that the ECE Department needs to see you due to some problem.
- 11. Read the material related to the Graduation Ceremony on the GMU Events Management Office (993-8844) Commencement web page, <http://www.gmu.edu/departments/ur/events>. Order Commencement (Saturday, May 19 in the Patriot Center) tickets when you receive information in Spring. Plan on attending the Volgenau School of Engineering Convocation (Normally the Thursday **afternoon** before the Saturday Commencement in the Patriot Center. You get to "walk across the stage" at the Volgenau School one!) Contact The Volgenau School (993-1505) if you have not received a letter by late April regarding the Convocation. Complete all enrolled courses satisfactorily and in a timely manner. (Go back and review all appropriate Graduation processes dates.)