



A GUIDE TO THE GRADUATION PROCESS

Questions?

Contact the Registrar's Office
McClain Hall 104
PHONE: 660-785-4143

FAX: 660-785-7396
EMAIL: registrar@truman.edu
WEBSITE: registrar.truman.edu

1. Make sure that every area is checked on your Degree Works. If you are earning 2 degrees, you will have a separate audit for each degree. Verify that Degree Works includes all correct majors, minors, concentrations, and catalog year. If it does not, you will need to change your degree program via the Student tab in Truview.
2. All undergraduates must apply for graduation on TruView under the Student tab.
3. You will be notified via email if your current courses fulfill all course requirements. If not, the email will contain instructions concerning paperwork and courses that may be necessary to fulfill missing course requirements. Complete whatever instructions the email might contain ASAP.
4. Every student is required to complete a Graduation Clearance Form. * Approx. 4 weeks prior to graduation, a Grad Fair is held for all graduates giving you the opportunity to complete the clearance form. During the fair, you will receive a copy of the form and the relevant offices will be present to provide the necessary signatures. (Grads can also purchase caps, gowns, tassels, and class rings, get a photo taken, etc.) If you are unable to attend, you can pick up your clearance form in the Registrar's Office after the fair and travel to the different offices to acquire the necessary signatures.
5. Complete all your courses. Do not drop a course or change to credit/no credit without checking with the Registrar's Office and your advisor. Don't forget to complete any major capstone, senior test, GSQ, or portfolio requirements.
6. Commencement! (You must notify the Registrar's Office if you do not intend to walk at the ceremony. We will mail you a diploma cover with your diploma if that is the case.)
7. After final grades are entered, all applications are given a final review. This verifies that all necessary grades were received, students have no incomplete grades, and all substitutions, etc. have been completed.
8. You will receive your diploma in the mail approximately 4-6 weeks after graduation.

*Students graduating in August complete the clearance process via the web. Contact the Registrar's Office for more information.

Other Notes:

- Always check your Truman email. This is the main source of important graduation information.
- Check Degree Works frequently throughout your college career to make sure you are on track and that there are no errors. If you find an error, print your Degree Works and bring it to the Registrar's Office.
- Turn in all learning plans and courses that must be approved prior to your last semester.
- Complete any substitutions as soon as you can. If possible, don't wait until your last semester to turn them in. The process can take several weeks. If you fill it out too late and it is denied, you may not have an opportunity to change plans.
- Be diligent about completing paperwork and instructions concerning graduation. The longer you postpone requirements, the more difficult it becomes to complete them.
- Remember to check "Process New" in Degree Works so all updated information is shown.