

# Graduation Checklist for students

## Check your degree audit

Review your degree audit to verify that all degree requirements will be met. Contact your academic advisor if you have any questions regarding your degree requirements. Graduate students should contact their program director or the Graduate College. Degree audits can be viewed through My Missouri State, Student tab, My Graduation Path channel.

## Apply to graduate

[My Missouri State](#), Student tab, My Graduation Path channel, "Graduation Application and Status Review" link. The deadline to apply to graduate and have your name in the commencement program is March 31 for spring commencement and October 31 for fall commencement.

**Students completing their degree in the summer** will have the option of participating in the commencement ceremony the spring preceding or fall following the semester of their graduation. Summer graduates will mark their ceremony choice on their application to graduate. Summer graduates will have their names included in the corresponding commencement program if their application to graduate is submitted by the deadlines listed above. Scholastic honors will be calculated based on the scholastic honors policy.

## Check your Advising Notes

When undergraduates apply to graduate the Office of the Registrar reviews your degree audit and leaves you an advising note under the Registration tab, My Student Records channel in My Missouri State.

## Attend the Senior Symposium sponsored by the Office of Student Financial Aid

This event is come and go as you please, and financial aid counselors will be present to answer any last minute questions. Refer to the [Senior Symposium website](#) for event times and details. Students not able to attend the event should complete "Exit Counseling" at the [Federal Student Aid website](#). Students who have a Perkin's Loan will need to [complete additional exit counseling](#) through Financial Services.

## Attend the Commencement

Students who will have graduation requirements in-progress during their intended semester of graduation (includes transfer work from other institutions) are eligible to participate in the commencement ceremony. See Commencement Eligibility below for more information.

## Complete the Undergraduate Outcomes Survey

Undergraduates: You will be notified when the survey is available through [Handshake](#), the Career Center's online career management system for students and alumni of Missouri State University. Login to Handshake to take the survey and to connect with employers. The [Career Center](#) is available to assist you with job and graduate school search and preparation.

**Transcripts and diplomas can be found at:**

<https://www.missouristate.edu/commencement/Diploma-Transcripts.htm>