Congratulations future Golden Eagle Graduate!

Included is your checklist and current Degree Works audit used to clear each student for Graduation.

Please look at your current audit and talk to your advisor about any missing requirements you may have during advisement so that you can enroll in these requirements <u>during registration week</u>. Once you have registered, please review your degree works to make sure you have met all the missing requirements. You have access to your Degree Works anytime by logging into your Tech Express and selecting the DegWork icon.

Please check the following!

1	**DEGREE WORKS:** Verify you have met or enrolled in all your Degree Requirements. Talk to your advisor if substitutions are needed or if you have unmet requirements. You cannot graduate with an incomplete (I grade). Any outstanding transcripts must be received no later than 2 weeks after Commencement.
2	**CATALOG, MAJOR, CONCENTRATION, AND MINOR:** Review to ensure they are correct. Concentration and minors do not appear on diplomas, only transcripts.
3	**DIPLOMAS**- Review your mailing address and update it if necessary *before* Commencement. Diplomas are normally mailed 6-8 weeks after the Ceremony. You will also receive a digital copy though your TTU email, provided by Parchment.
4	**ACCOUNT HOLDS**- Any account balance at the end of term must be paid before your diploma can be issued. Pay and then notify the Registrar's Office if you pay your balance after Commencement.
5	**GRADUATION TERM:** If you need to move your graduation term, email registrar@tntech.edu. You do not need to reapply to graduate.
6	**PREFERRED NAME**- Preferred first names will be listed in the commencement program and announced during the ceremony.
7	**EXAMS:** Check with your department about required exams (Senior Exit Exam, FE Exam, ETS Exam)
8	**HONORS: Determined by Inclusive Combined GPA.** Recognition of honors at the graduation ceremony will be made for those students obtaining the required GPA by the <u>beginning of their final semester</u>. Grades received during your final term are not due until after the graduation ceremony, therefore we must look at your last completed term. Honors listed on your diploma and transcript will be adjusted accordingly once grades from your last semester are finalized.
9	**CONFIDENTIALITY**- If selected, your name will NOT appear in the commencement program. Updates can be made in Tech Express by clicking on Information Release Authorization. If the button is gray your name will appear, if it is purple your name will not appear in the Commencement Program and other media releases.
10	**REGISTRATION**: You <u>cannot</u> graduate if you are registered for courses for a term past your graduation date unless you were readmitted to another program. If you need to move your graduation date, please email us.
11	**CAP AND GOWN**: The TTU Bookstore handles Graduation Regalia and these can be picked up or purchased during Senior Salute. www.tntech.edu/commencement/seniorsalute.php
12	**GRADUATION CEREMONY:** Communication and Marketing coordinates the Graduation Ceremony- information can be found here: https://www.tntech.edu/commencement

Questions and Concerns can be emailed to registrar@tntech.edu