May 13, 2016 Degree Candidates
FAQ: Information You Need

Graduation Services posts your degree. Please read this carefully!

Important Dates:

April 1, 2016 (for your name to appear in this semester’s commencement program)
✓ Contact your Graduation Services Advisor by this date if you are changing your graduation date, so that your name will be deleted from the current commencement program. Your name will only appear in one Commencement Program.
✓ If you are an active member of the Honors College, you must meet with an academic advisor in The Honors College for approval on the Honors Program requirements.

May 12, 2016
✓ All proficiency exams must be taken (i.e. language exams, etc).
✓ Any correspondence course(s) must be completed.
✓ All course work must be completed, including papers, projects, theses, prior incomplete grades, and final exams.
✓ If you are taking a Pre Session course, your graduation date will be changed to August 2016.

June 13, 2016
✓ All outstanding transfer work (grades of “C” or better) must be received at the following address:
  Registration & Transcripts
  The University of Arizona
  Administration Building, Room 210
  PO Box 210066
  Tucson, AZ 85721-0066

✓ Transcripts can also be sent electronically via secure third-party vendor such as escripSafe, Credentials Solutions to the following email: REG-transcripts@email.arizona.edu

✓ Contact your Graduation Services Advisor if:
  ✓ You will be commissioned through R.O.T.C. (military) following graduation.
  ✓ You wish to change your college, degree, major, minor, option, catalog year, or graduation date.
  ✓ You do not see your degree posted or you do not receive your diploma within 2 months after your graduation date.

Commencement Information
✓ The names of December and Winter Session graduates will be listed in the following May university-wide, commencement program, if you do NOT have a privacy restriction (other than do not release address or phone information) on your student records. Check UAccess Student “Personal Information, “Other Personal” in “Privacy settings”, Edit FERPA.”
✓ College commencement information will be sent by email or mail by your college.
✓ University commencement information can be found on the following website: http://commencement.arizona.edu (mid-March). You are required to RSVP for the university ceremony.

Diploma Information:
✓ Check UAccess Student to see if your degree has been posted (“My Academics” “Request Enrollment Verification”).
✓ Your diploma is mailed to your permanent address (unless you have specified a diploma address in UAccess Student) and should arrive 2-3 weeks after your degree is posted. Minors are not on your diploma, only on your transcript.
✓ Continue checking your UA e-mail address for communications from Graduation Services until your diploma arrives.
✓ Contact your Graduation Services Advisor if your name requires accent marks.
✓ All University past-due balances and encumbrances must be cleared.
✓ If you have student loans (Perkins/Stafford), you must do a Student Loan Exit Interview by the end of the Spring semester. Refer to the following website: http://financialaid.arizona.edu/loans/exit/
✓ You will receive an email from the Michael Sutter Company when your diploma is mailed.

Website:
✓ http://www.registrar.arizona.edu/Graduation/udegcert.htm

Revised 4/23/14
Due to the *Family Educational Rights and Privacy Act of 1974*, no information concerning your student record will be released to anyone without your previous written authorization.