CHECKLIST FOR GRADUATING IN FOUR YEARS

✓ Plan to take 15-16 hours each semester, keeping in mind the total credit hours required for your degree. Refer to the bulletin from your school that outlines your curriculum requirements.

✓ Read your email from IU, your department/s, advisors, and instructors. At least scan each message to see if it pertains to you at this time or if it may in the future. Be sure that your ‘indiana.edu’ email forwards to an active account, if you have forwarding set up.

✓ Learn where to find the deadlines for course drop and add, pass/fail deadlines, etc. Explore and master the procedures so you can take charge of your academic career.

✓ Use the degree sheet or guides provided by your department/s and programs to verify your progress. Compare the sheet with the Academic Advisement report available through OneStart Student Center. Check your progress each semester and consult advisors regularly.

✓ Plan as early as possible what priorities you have to fit into your curriculum: majors, certificates, minors, internships, overseas studies, campus and community engagement, etc., keeping in mind that quality is more important than quantity. Leave flexibility when planning each semester so that you can adjust as you make decisions along the way. Advisors and others may offer input, so consult as much as possible in order to learn about opportunities.

✓ For the PACE certificate, take C250, C295 and C400 and at least two electives, and apply to add the certificate as soon as possible when you have taken or are taking C250.

✓ Consult the PACE Associate Director about your interests and priorities, the curriculum, and the PACE internship.

✓ By your 5th semester at IU (the beginning of your junior year), be sure that your programs are declared correctly. See the advisor of the department whose program you wish to add; see the College Recorder’s website (or the Recorder of your school) to drop.

✓ Visit the Recorder’s website or other source for general information on your degree, how and when to apply to graduate, and other important procedures.

✓ Apply for graduation in your 6th semester. This allows advisors and Recorders to check your record to verify that you are able to graduate and allows you to be added to mailing lists to receive graduation information.