

Applying to Graduate

Undergraduate Advisor Checklist

Before applying to graduate all students should meet with their major (and minor/honors, if applicable) academic advisor(s). Students seeking multiple majors/minors should meet with the advisor for each major/minor. Honors College students should meet with an Honors College advisor.

Before meeting with an advisor:

- Verify your declared major(s), emphasis, minor(s), and catalog year(s) are correct in CIS.
- Review My Degree Dashboard Audit (in CIS) and bring a copy to your meeting(s) with advisor(s).
- [Make an appointment](http://advising.utah.edu/academic-advising-appts.php). See: <http://advising.utah.edu/academic-advising-appts.php>

During the meeting with your advisor(s):

- Discuss plans to complete University graduation requirements: minimum GPA 2.0, 122 total minimum credits; minimum 40 credits of upper division (3000 level or higher) courses, and the [residency requirement](#). Questions can be referred to the Registrar's Office, Graduation Division.
- Discuss plans to complete General Education, Bachelor's degree, and major and/or minor requirements.
- Additional questions can be referred to University College.
- Discuss any plans to repeat courses.
- Review U of U and transfer coursework to identify any [repeated](#) or [duplicated](#) courses.
- Discuss plans to resolve any I (incomplete) or T (work in progress) grades.

After the meeting with your advisor(s):

- Apply for graduation online via CIS prior to application deadline. After deadline submit a late/reapplication form and payment to the Registrar's Office, Student Services Building, 2nd Floor, Window #15, with picture ID. You may submit a late/reapplication via UMAIL to graduation@utah.edu. If sent via UMAIL, please call to make the payment immediately after submitting the application. Applications will not be accepted from a third party without a written consent.
- Report any [repeated](#) or [duplicated](#) courses to the Registrar's Office Graduation Division that have not already been noted on your academic record.
- Verify all transfer work, test credits and study abroad courses will be posted to your academic record prior to the last day of the term in which you plan to graduate. Work posted after the last day of the term will delay your graduation to a subsequent semester.
- Communicate (from your Umail account) any changes to your plans to graduate to graduation@utah.edu.
- Check your Umail for status changes and other communications related to graduation.
- Review My Degree Dashboard Audit report periodically to ensure that all requirements are showing "in progress" or "completed."
- Check **View Graduation Status** on CIS. Your diploma will be mailed to the mailing address on record in CIS.

Important Information:

- Degrees are posted daily once grades are available and the Registrar's Office certifies all requirements have been met. Diplomas are ordered and mailed weekly as degrees are posted. This process cannot be expedited and may take up to 45 days after the last day of the term to complete.
- Teaching minors can only be paired with teaching majors.
- Minors and emphases are not awarded separately from degrees. If these components are not complete you will need to decide to graduate without them (if possible) or delay your graduation to a subsequent term. Requests to delay graduation, drop an emphasis and/or minor must be made from Umail to graduation@utah.edu.