

TO DO LIST FOR GRADUATION

___ **Schedule a Meeting** with Dr. Jonathan Morris, the Director of Political Science Undergraduate Studies (morrisj@ecu.edu). You should schedule this meeting THE SEMESTER BEFORE you intend to graduate. The purpose of this meeting to make sure have all the courses scheduled and completed in order to graduate.

___ **Complete the Department Exit Survey.** Dr. Morris will contact you about how to complete the exit survey.

___ **Apply for graduation.** Go to your ONE STOP and log in; click the Banner Self Service link, then the Student tab, then the Student Records link; click on Apply to Graduate. Follow the instructions.

___ **Check your ECU e-mail** regularly for information about graduation, *especially* from Dr. Morris and Mrs. Shelia Ellis, the Department's Executive Assistant.

___ **Resolve HOLD TAGS** as soon as possible: you cannot graduate if there are any holds on your record. Check Banner periodically to be sure that there are no holds on your record (this includes parking tickets).

___ **You Can Find The Info & Links You Need** including for ordering you cap and gown (no charge, from the Dowdy Student Store) at www.ecu.edu/commencement

___ **Make hotel reservations for family and friends.** You will find information about the day, time and location of the ceremony at www.ecu.edu/commencement

___ **Information about the Department of Political Science graduation/recognition ceremony** can also be found at www.ecu.edu/commencement. The day and time changes each semester.

___ **Complete the ECU Graduating Senior Survey** which is available on OneStop.

___ **The OFFICIAL review of your transcript will be done by Graduation Services**, usually one semester before your expected graduation. If you have questions you can contact that office directly at graduationservices@ecu.edu.