### Application Procedures: Office for Undergraduate Education Senior Application Packet
#### SPRING 2018

Detailed instructions about each item on this checklist are found on the next page.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Apply for graduation on OPUS between January 9&lt;sup&gt;th&lt;/sup&gt; and February 9&lt;sup&gt;th&lt;/sup&gt;</strong>&lt;br&gt;Print off Confirmation page</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><strong>Complete the bottom portion of the Course Completion Review Form (included at the end of this packet)</strong> in consultation with the appropriate department representative.</td>
<td></td>
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<tr>
<td>3</td>
<td><strong>Print off your Academic Advisement Report and report remaining GERs on the top portion of the Course Completion Review Form.</strong></td>
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<tr>
<td>4</td>
<td><strong>Complete the Student Activities Questionnaire</strong> and print off the confirmation page.</td>
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<tr>
<td>5</td>
<td><strong>Complete the Senior Exit Survey and print off the confirmation email message.</strong></td>
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</tr>
<tr>
<td>6</td>
<td><strong>Submit Senior Application Packet to Office for Undergraduate Education by February 9, 2018</strong></td>
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</tbody>
</table>
Graduation Packet Submission Times and Locations

January 22, 2018 - January 25, 2018 (SAAC Lobby) 5:00 pm - 7:00 pm

Or

January 29, 2018 - February 9, 2018 (White Hall 2nd floor Lobby) 9:00 am - 5:00 pm

If you have questions or concerns you may contact your assigned OUE advisor:

INTERNATIONAL STUDENTS
Your advisor is Frank Gaertner, Associate Director fgaertn@emory.edu
LAST NAME (A-E)
Your advisor is Rebecca Rego, Assistant Director rebecca.rego@emory.edu
LAST NAME (F-N)
Your advisor is Kimber Clark, Academic Advisor kimber.clark@emory.edu
LAST NAME (O-W)
Your advisor is Alice Rollins, Academic Advisor alice.rollins@emory.edu
LAST NAME (X, Y, Z)
Your advisor is Aileen Taylor, Assistant Director aileen.taylor@emory.edu

Please ensure you receive an email receipt after your final in-person submission, to keep for your personal records.

For specific graduation application submission concerns:
Aileen E. Taylor, Assistant Director (Graduation)
Office for Undergraduate Education
Emory College of Arts and Sciences
T: 404.727.6755
Aileen.taylor@emory.edu
IMPORTANT INSTRUCTIONS FOR COMPLETING THE DEGREE APPLICATION PACKET

Applying Online for Graduation (Step 1)
Emory College students will complete part of their degree application in OPUS. This online application will be available to students starting on January 9, 2018 and it will close on February 9, 2018. Below are instructions on how to apply for graduation in your OPUS Student Center:

1. Select “Apply for Graduation” from the drop down menu from the OPUS home page.

2. Select the academic program.
3. Select the expected graduation term. The only option available for ECAS students will be “Spring 2018”.

4. Click “Submit Application.”

5. You should be directed to the confirmation page below. Print off this page to submit with your OUE Senior Application Packet. If you close out this window before printing, you may print off the confirmation.
Completing the Bottom Portion of the Course Completion Review Form (Step 2)
Contact your major/minor departments to certify that you will complete your majors/minor by the time of your graduation. Depending upon department protocols, you may need to meet with a department program coordinator, the director of undergraduate studies, or your faculty advisor in order to fill out this portion of the application. Indicate the courses you are taking in your final term that are required for your major/minor.

At the bottom of the form, indicate your academic plan information. If you have completed/will complete a double major, and one concentration leads to a B.A. and the other concentration leads to a B.S., you MUST CHOOSE ONE degree for diploma purposes. You MUST obtain the signatures of the appropriate faculty or staff member in the major/minor departments, and these department designees MUST initial next to each course you are required to complete in your final term. **If you do not have these signatures or initials when you submit your application packet, your application packet will NOT be accepted.**

Completing the Top Portion of the Course Completion Review Form and Printing Your Academic Advisement Report (Step 3)
Fill in the biographical data on this form. In order for you and the advisors and deans of the Office for Undergraduate Education to review your ECAS graduation requirements, you need to access and print off your Academic Advising Report on OPUS.
Accessing your Academic Advisement Report:

1. Log into OPUS. From Homepage, click on Degree Planning.

2. You will see the tab “advisement report request;” click on this tab. For the two options in the drop-down boxes, select ‘Emory University’ as the Academic Institution and ‘Degree Audit – Emory College’ as the Report Type. Then hit GO.

Once your degree audit is processed, click on the Printer Icon at the top right corner of the page. Then, print your degree audit to PDF and save the PDF to your computer.
Once you print the Academic Advisement Report, review the General Education Requirements and list courses you will be taking in your final term to satisfy General Education Requirements in the top portion of the Course Completion Review. Please review your Academic Advisement report thoroughly and make sure you have completed all of your academic requirements.

Be sure to include the Academic Advising Report with your ECAS Degree Application Packet Materials. If you do not have your Academic Advising Report when you submit your application packet, your application packet will NOT be accepted.

Student Activities Questionnaire (Step 4)
The Office of Development and Alumni Relations collects data on the student activities of graduating seniors through the Student Activities Questionnaire. Please complete the online survey by clicking here. Once you finish the survey, you must print off the confirmation page. A screenshot is below to show you what this confirmation page looks like. If you close your browser window before printing the confirmation page, you may print out the confirmation email message instead.

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Emory Alumni Association Online Community - Events

Date: Dec 15, 2014
TO: Jon Knoy
You have successfully completed the Student Activities Questionnaire!
Print this page and submit with your degree application to the Office of Undergraduate Education (White Hall 300).

You can meet more than 133,000 alumni just like you ... all through the Emory Alumni Association (EAA).
Membership: free. Benefits: many
Emory alumni qualify for a variety of discounts and complimentary services provided by the EAA. Best of all, joining is free — your degree is your ticket to EAA membership. Check out our benefits, which include discounts on test prep courses, insurance, and much more. Never forget that you are always welcome at Emory. When you come back to campus, you'll have access to Emory Libraries and discounted gym membership through the EAA, too.
Career services and networking

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Senior Exit Survey (Step 5)
All graduating seniors are required to complete the Senior Exit Survey. You may access the survey by clicking on the link provided in the email you will receive. The survey takes about 20 to 30 minutes to complete. Once you finish the survey, you will receive an email message that confirms your completion of the survey. Please print this email message and submit it with your application. If you do not have the printed senior survey confirmation email when you submit your application packet, your application packet will NOT be accepted.
Submitting the OUE Senior Application Packet (Step 6)

You should now have all five components of the OUE Senior Application Packet completed: the confirmation page verifying that you have applied to graduate in OPUS, the Course Completion Review, the Student Activities Questionnaire, the Academic Advising Report, and the Senior Exit Survey Confirmation Email. You may submit your Senior Application during the times and locations indicated below.

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Office for Undergraduate Education
Emory College of Arts and Sciences
T: 404.727.6755
Aileen.taylor@emory.edu
FREQUENTLY ASKED QUESTIONS

What shall I do if I miss the degree application packet deadline?
The OPUS portion of the application will close after the application deadline, so you will need to fill out and submit the Registrar’s paper application. If you do not complete the OPUS portion of the application packet, you will need to pay a $25 late fee. To do this, take your degree application packet to the Cashier’s Window (B. Jones Center, 1st Floor) and pay the fee by cash or check. The cashier will staple proof of payment to your application packet.

What if I am studying abroad my last term?
You will need to coordinate with the Office of International and Summer Programs (OISP) carefully. Please visit this webpage on the OISP website to review protocols and expectations for seniors studying abroad.

My name as it is listed on OPUS is not how I wish to have my name listed on my diploma/my name has changed and I want this name change shown on my diploma. What do I need to do?
You must fill out a Notification of Name Change Form and file this form with the Office of the Registrar.
# Course Completion Review Form

**To Be Completed by the Student:**

Name: ____________________________________________________________

Last          First          Middle

Student ID#: ___________________________ E-Mail: ___________________________ Cell: ___________________________

<table>
<thead>
<tr>
<th>General Education Requirements</th>
<th>List courses you will be taking in Spring 2018 to satisfy GER requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. First Year Seminar (FSEM)</td>
<td></td>
</tr>
<tr>
<td>II. First Year Writing Requirement (FWRT)</td>
<td></td>
</tr>
<tr>
<td>III. Continuing Writing Requirement (WRT)</td>
<td></td>
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<tr>
<td>IV. Mathematics and Quantitative Reasoning (MQR)</td>
<td></td>
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<tr>
<td>V. Science, Nature, Technology (SNT)</td>
<td></td>
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<tr>
<td>VI. History, Society, Cultures (HSC)</td>
<td></td>
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<tr>
<td>VII. Humanities, Arts, Performance (HAP) &amp; (HAL)</td>
<td></td>
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<tr>
<td>VIII. Personal Health (HTH)</td>
<td></td>
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<tr>
<td>IX. Physical Education and Dance (PED)</td>
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</tbody>
</table>

**To Be Completed by Student and Major/Minor Advisors, Director of Undergraduate Studies, or Program Coordinators:**

List course numbers you will be taking in Spring 2018 to complete your major/minor requirements. The department representative must indicate grades required for successful completion of the major/minor. The department representative’s initials and signature signify that successful completion of courses in which the student is currently enrolled will satisfy all requirements of the major/minor. The student has the sole responsibility to ensure that all other requirements for graduation are met.

<table>
<thead>
<tr>
<th>Major/Minor Course Requirements</th>
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<tbody>
<tr>
<td>Courses you are taking in Spring 2018 that are required for your major/minor (ex: ENG 385)</td>
</tr>
<tr>
<td>---------------------------------</td>
</tr>
<tr>
<td>Passing grade</td>
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<tr>
<td>Passing grade</td>
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<tr>
<td>Passing grade</td>
</tr>
</tbody>
</table>

Dear Department Representative:

Your signature signifies that successful completion of courses for which the student is currently enrolled will satisfy all requirements of the major/minor only. The Office for Undergraduate Education will confirm all other requirements based on the guidelines and policies set forth by Emory College necessary for the award of the Emory College degree.

I HEREBY APPLY FOR THE DEGREE OF BACHELOR OF __________________________________ (ARTS OR SCIENCES) IN

______________________________

PRIMARY MAJOR

______________________________

DEPARTMENT REPRESENTATIVE’S NAME AND SIGNATURE

______________________________

SECONDARY MAJOR/MINOR/CO-MAJOR

______________________________

DEPARTMENT REPRESENTATIVE’S NAME AND SIGNATURE