Late 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>
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<tbody>
<tr>
<td>1</td>
<td>Complete the Registrar’s Application for Degree form.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Complete the bottom portion of the Course Completion Review Form (included at the end of this packet) in consultation with the appropriate department representative.</td>
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<tr>
<td>3</td>
<td>Print off your Academic Advisement Report and report remaining GERs on the top portion of the Course Completion Review Form.</td>
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<tr>
<td>4</td>
<td>Complete the online Student Activities Questionnaire and print off the confirmation page.</td>
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<tr>
<td>5</td>
<td>Complete the Senior Exit Survey and print off the confirmation email message.</td>
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<tr>
<td>6</td>
<td>Submit to the Office for Undergraduate Education at White Hall 300.</td>
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IMPORTANT INSTRUCTIONS FOR COMPLETING THE DEGREE APPLICATION PACKET

The Registrar’s Application for Degree Form (Step 1)
If you did not apply to graduate online in a timely fashion, you must fill out this paper version of the online application, which is on Page 6 of this packet. Fill in the biographical data and academic plan information on this form. Emory College students MUST apply for either a Bachelor of Arts degree OR a Bachelor of Science degree. 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. The degree you choose MUST correspond with the major you list as your “1st major” in the Academic Plan Information section of the form.

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. 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. If you have any concerns regarding this survey please contact: Jon Knoy jon.knoy@emory.edu

![Emory Alumni Association Online Community - Events](image)

**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 initial email message sent by Dean Echols. 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.** If you have any concerns regarding this survey please contact: Oana Tudorancea oana.tudorancea@emory.edu

**Submitting the OUE Senior Application Packet (Step 6)**
You should now have all five components of the OUE Senior Application Packet completed: the registrar’s degree application with proof of payment of the 25.00 late fee, the Course Completion Review, the Student Activities Questionnaire, the Academic Advising Report, and the Senior Exit Survey Confirmation Email.

Please bring all of these materials to the Office for Undergraduate Education and submit to White Hall 300.
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 by February 28, 2018.
Registrar’s Application for Degree

Office of the Registrar

Application for Degree

For a degree to be conferred, this application must be completed and submitted to your school dean prior to the degree application deadline for the semester you apply to graduate. Dual degree applicants must complete a form for each degree.

PLEASE PRINT CLEARLY
OFFICIAL STUDENT NAME WILL APPEAR ON DIPLOMA

Name __________________________ __________________________ __________________________
(First) (Middle) (Last)

Degree __________________________ School Emory College __________________________ Term & Year Spring 2018
(Bachelor of Arts, PhD, Master of Science, etc.) (Emory College, Theology, Public Health, etc.) (Fall, Spring or Summer when conferred)

Student ID Number __________________________ Student Signature: __________________________

Academic Plan Information

1st Major: __________________________
(If applicable, please circle one below)

2nd Major / Co-major / or Minor __________________________

Name of adviser: __________________________

Graduation Attendance

SPRING SEMESTER GRADUATES ONLY: Attendance at commencement is obligatory unless your Academic Dean has sent the Registrar, in advance, special permission for your degree to be awarded in absentia. In this case, the diploma will be mailed at a later date to the “diploma address.” Students who wish to graduate in absentia must get written permission from their school dean.

SUMMER OR FALL GRADUATES ONLY:
Your diploma will be mailed to the address listed below. There are no formal commencement exercises at the end of the summer or fall semesters. If you choose to participate in the following spring commencement exercises please indicate below:

_____ I will participate in the Spring Commencement Exercises.

Address Information

DIPLOMA ADDRESS – Please provide your mailing address.
This address will be used to mail your diploma for any of the following reasons:
• Rain on Commencement Day
• Summer or Fall Graduates
• Honors Diploma
• Graduating in absentia (with Dean’s permission)

Street Address: __________________________________________________________ City: __________________________
State: ________________ Zip: __________________________

POSTGRADUATION EMAIL ADDRESS: __________________________

POSTGRADUATION TELEPHONE NUMBER: __________________________
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>
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</thead>
<tbody>
<tr>
<td>I. First Year Seminar (FSEM)</td>
<td></td>
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<tr>
<td>II. First Year Writing Requirement (FWRT)</td>
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<tr>
<td>III. Continuing Writing Requirement (WRT)</td>
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<tr>
<td>IV. Mathematics and Quantitative Reasoning (MQR)</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>
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<tr>
<td>VIII. Personal Health (HTH)</td>
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<td>IX. Physical Education and Dance (PED and/or PPF)</td>
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</tbody>
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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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<tr>
<td>Courses you are taking in Spring 2018 that are required for your major/minor (ex: ENG 385)</td>
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<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>Passing grade</td>
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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