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Graduation Checklist

- DAR:** Check your DAR (Degree Audit Report) on OASIS:
  - Select menu item #2 (Student Records Main Menu)  
Select menu item #4 (View Degree Audit Advisement Report)  
If you have multiple majors, make sure you're reviewing the Grady major.
  - In the personal information area at the top of your DARS, it should read:  
TENTATIVE GRADUATION DATE - SPRING 2007 (or the semester you plan to graduate)
  - Under the area on the DARS that lists your GPA & hours earned, but before AREA A, it should read: ALL REQUIREMENTS COMPLETED --- IN-PROGRESS COURSES USED
  
- Grade Changes:** Read through your DAR and check for any expected grade changes or grade postings.
  
- Confirm Schedule:** Check your schedule to verify that you are taking the courses listed for fall semester. Unfortunately, some students forget to add classes, forget to drop classes, or assume they are automatically dropped if they don't attend class.
  
- Incomplete/Error:** Do you have an "I" (Incomplete) or "ER" (Error) grade? If so, contact the instructor.
  
- Independent Study:** Are you taking an Independent Study (IDL) course? Determine the deadline for completing the course to ensure you will meet the graduation deadline.
  
- Minor:** Have you declared your minor? The minor and minor courses should be posted near the end of your DAR. If you need to declare the minor, stop by the department that hosts the minor to do so. You or the department will then return the signed *Minor Declaration Form* to your Grady advisor in Room 208 Journalism.
  
- Minor Completion:** Have you completed your minor? Pick up a *Minor Completion Form* from the department that hosts your minor and return the signed form to your Grady advisor in Room 208 Journalism.
  
- Questions:** Contact your advisor if you have questions.