

MAHANAIM GRADUATION CHECKLIST

JUNIOR YEAR (FIRST SEMESTER)

- Schedule appointment with your Academic Advisor to review your Degree Audit and pending requirements for your junior and senior year

JUNIOR YEAR (SECOND SEMESTER)

- Consult with your Academic Advisor about course selection for your senior year and to address any potential issues at the beginning of the term
- Address any coursework that needs to be repeated to meet graduation requirements

SENIOR YEAR (FIRST SEMESTER)

- Meet with your Academic Advisor to review remaining courses on your Degree Audit for graduation
- Indicate on your Enrollment Survey your **intention to graduate** and **your term of graduation**
- Review your name spelling to see if it is spelled correctly (as it should appear on all your official documents). Any corrections please email: registrar@mahanaim.com asap!!
- Check with the Office of the Bursar to make sure all payments owed on your student account is paid off in full (ie library fees, etc).
- Submit **Graduation Application (Deadline: March 1st)**.

SENIOR YEAR (SECOND SEMESTER)

- Submit **Graduation Application (Deadline: September 1st)**
- Submit your **personal biography** for the graduation program book
- * Speak with the Music Department (Speak to: Subin Park) for more information*
- Make an appointment with the Music Department to review and confirm RSVP for graduation

COMMENCEMENT CEREMONY CHECKLIST:

- Make arrangements for you and your guests
- Notify Music Department the number of your accompanying guests
- Purchase your cap, gown, and diploma cover
- Pick up your tickets for graduation from the Music Department

** Speak to Subin Park with any questions or concerns*

POST - SENIOR YEAR / FOLLOWING COMMENCEMENT

- After your last semester, you may request for their official transcript ***one month***** after your last term of attendance

** Transcripts can be requested earlier if all semester grades are received by the Office of the Registrar. **FEES** _____
apply for official Request for Official Transcript.*