

Graduation Checklist

✓	What to do...	Where to do it...	When to do it...
	Verify all degree requirements will be satisfied.	Schedule an academic advising appointment by calling 512-245-1490 or online: http://advising.appliedarts.txstate.edu/	The semester before you apply to graduate.
	Apply for graduation. ** Graduation with Honors & the Honors Program**	Online via Self-service banner: https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin	The semester you plan to graduate. See the academic calendar for deadlines.
	Check commencement Website for candidate information.	Online here: http://www.txstate.edu/commencement/candidate-information.html	After Apply for graduation.
	Complete Financial Aid exit counseling.	Online here: http://www.finaid.txstate.edu/counseling/exitcounseling.html	After applying to graduate.
	Check for holds, parking fines, etc.	Online via Self-service Banner: https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin	Prior to commencement.
	Send official transcripts if you are completing a course at another institution.	Undergraduate Admissions Center 429 N. Guadalupe St. San Marcos, TX 78666 512-245-2364	As soon as grades post at that institution. Follow up with Undergraduate Admissions.
	If eligible , apply for Tuition Rebate.	Submit to College of Applied Arts Academic Advising Center in AG 201. Tuition Rebate Program: http://www.txstate.edu/effective/upps/upps-03-01-13.html	Priority deadline is 4:00 p.m. the day of commencement.
	Obtain cap, gown, and announcements.	Texas State Bookstore or other locally owned university bookstore. Make sure the cap and gown are for undergraduate students.	Prior to commencement.
	Complete Correspondence courses (if Applicable).	Office of Distance and Extended Learning: http://www.correspondence.txstate.edu/	At least three weeks prior to commencement.
	Attend Graduation	Strahan Coliseum: http://www.txstate.edu/commencement/quest-information/parking-seating.html	Follow instructions previously received from academic advising center.
	Diploma Mailed	Registrar's Office, J.C. Kellam Bldg. Room 111 (512) 245-2367 http://www.registrar.txstate.edu/our-services/diplomas-certificates.html Diplomas for all graduating students will be mailed to the address provided during the online graduation application process.	Diplomas are typically mailed the first week after degree is posted to the transcript.

****Honors:** To be eligible for honors, you need to successfully complete 54 hours at Texas State. Your Texas State GPA **at the time you apply** for graduation is used to determine your honors designation for the commencement program. Final honors designation is **based on your final GPA** at Texas State and will appear on your Texas State Transcript.

Cum Laude: 3.40-3.59 **Magna Cum Laude:** 3.60-3.79 **Summa Cum Laude:** 3.8-4.0

**** The Honors Program** is separate and determined by the Honors College.