



Arts & Sciences Undergraduate Graduation Checklist

- Track your progress with your degree audit in Degree Works.**
Degree Works is an online degree audit of your progress toward the completion of degree requirements. In collaboration with advising, Degree Works is a powerful tool to help you plan your academics. Learn how to read and use Degree Works to track your degree progress [here](#) and contact your academic advisor if you have any questions. Degree audits can be viewed through [MavLINK](#) - Degree Works tab.

- Once you have earned 91 credits, verify your remaining requirements with a Senior Check.**
All Arts and Sciences students are strongly recommended to have a Senior Check within one year of graduation, after completing 91 credit hours of coursework. A Senior Check is an audit of a prospective graduate’s academic record in which the student is sent an official list of remaining degree requirements. Senior Checks can prevent errors and graduation delays. Submit a request for a Senior Check here: [Undergraduate Senior Check Form](#). If you have already had a Senior Check and followed the advice on it, you do not necessarily need to submit another form request.

- Apply to graduate.**
Once you have reached the final semester in your degree program, you must apply to graduate, whether you plan to participate in Commencement or not. This is done through [MavLINK](#) under the “Academics” side bar menu. Please see the table below for information on deadline dates for current and future semesters. Directions and guidelines on completing this process can be found on the [Registrar’s webpage](#). There is a \$35.00 Application for Degree fee payable at the time the application is submitted. There is a \$5.00 fee for certificate programs.

Graduation Date	Application Due Date	Final grades must be posted and all transcripts must be received by the Office of the Registrar.
May 19, 2023	March 10, 2023	June 12, 2023 by 5pm
August 11, 2023	July 7, 2023	To be announced
December 15, 2023	October 13, 2023	To be announced

NOTE: Students can graduate in one of three different times during a year: May, August, or December. Commencement is offered two times a year – May and December. At the time of application, August graduates may select the option to walk in either the preceding May or following December commencement ceremony.

☐ **Purchase academic regalia.**

UNO Academic regalia is required for those planning to participate in the ceremony. Students not wearing UNO academic regalia will not be permitted to participate in the ceremony. Purchase your cap, gown, and graduation announcements through the [UNO Bookstore](#). Deadlines to order various items will differ depending on the ceremony. Please contact the UNO Bookstore at 402.554.2336 with any questions.

☐ **Complete remaining requirements.**

Students should work with faculty to resolve any outstanding grades from current or prior semesters as soon as possible, but no later than 15 business days following Commencement, shown as the right-most deadline in the above table. If you will be unable to successfully complete all requirements for your degree(s), by the posted deadline, or if you need to postpone your graduation, please withdraw your application to graduate by contacting the Arts and Sciences Advising Center at 402.554.2458 or unoasadvising@unomaha.edu. When you are ready to reapply within MavLINK, you will not need to pay the application fee again.

☐ **Clear financial holds and verify your address to prevent diploma and transcript issues.**

Diplomas will be mailed to students 15-20 business days following Commencement. Official transcripts are available at a reduced cost to the student (\$3.00) for 60 days following graduation. (Order transcripts through MavLINK under “Academics.”) Diplomas and transcripts will not be released for students who have outstanding debts or fees owed to the University of Nebraska system. Please be sure all financial holds are cleared and that the address listed on the degree application is correct, as this is where your diploma will be mailed.

☐ **Prepare for what’s next.**

UNO’s Academic and Career Development Center and your major department can help you in your post-baccalaureate planning efforts. Visit [ACDC's webpage](#) for information about the career services and tools they provide and look for job opportunities within our job search tool [Handshake](#). If graduate school is where you see yourself heading, be sure to talk with your major advisor and visit UNO’s [Graduate Studies](#) website for information on our Doctoral and Master’s degree programs. Returning undergraduate students should contact the [Admissions Office](#).

☐ **Attend the festivities! Congratulations!**

For important information about the ceremony, please visit the [Commencement website](#).

Arts & Sciences Advising Center
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