Please use this list as a guide to complete your graduation process and participate in the commencement ceremonies.

<table>
<thead>
<tr>
<th>RECOMMENDED DATES</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nov 1, 2009-Jan 12, 2010</td>
<td>1) (Required) Confirm with my advisor during mandatory advisement that I am eligible to graduate this semester. (<a href="http://www.shsu.edu/~sam_www/">http://www.shsu.edu/~sam_www/</a>)</td>
</tr>
<tr>
<td>Nov 1, 2009-Jan 12, 2010</td>
<td>2) Register for remaining required courses to meet degree requirements. (DARS)</td>
</tr>
<tr>
<td>December 1, 2009</td>
<td>3) Determine if transfer work to be completed for the degree will be taken and if so, visit with transferring institution to ensure that the final transfer grade can be called to the SHSU Registrar's Office prior to the Spring 2010 grade deadline at SHSU. (See Grade Deadline below) NOTE: Verify with the Undergraduate Admissions Office that the course work to be completed at the transfer institution will transfer as the course needed to meet the degree required course at Sam Houston.</td>
</tr>
<tr>
<td>Deadline Date:</td>
<td>4) (Required) Apply for Degree. Fill out application and make payment to the Registrar's Office. $25 if paid by the early deadline, $50 after deadline. (Application for Degree)</td>
</tr>
<tr>
<td>January 29, 2010</td>
<td>5) (Required) Notify the Registrar's Office of any transfer coursework that will be completed in final semester or yet to be transferred to Sam Houston. (<a href="http://www.shsu.edu/~reg_www">www.shsu.edu/~reg_www</a>)</td>
</tr>
<tr>
<td>March 15, 2010 - April 1, 2010</td>
<td>6) Check my graduation status online at <a href="https://ww2.shsu.edu/index.php">https://ww2.shsu.edu/index.php</a>. If graduation status indicates that you are not lacking any remaining degree requirements or are deficient more than 9 grade points in major/minor/or overall, then you should purchase your cap and gown (see below).</td>
</tr>
<tr>
<td>February 5, 2010</td>
<td>7) Purchase cap and gown from the Barnes and Noble bookstore on campus.</td>
</tr>
<tr>
<td>February 5, 2010 - March 15, 2010</td>
<td>8) See my advisor or academic department to process any remaining substitutions to your degree requirements. All such substitutions should be on file in the Registrar's Office no later than April 1, 2010! (Sam Center)</td>
</tr>
<tr>
<td>February-April, 2010</td>
<td>9) Confirm my commencement ceremony date and time. (Commencement Schedule)</td>
</tr>
<tr>
<td>April 2010</td>
<td>11) Mail Announcements to family and friends. Announcements may be purchased at local bookstores.</td>
</tr>
<tr>
<td>Deadline Date:</td>
<td>12) If I have applied for graduation and am unable to complete the requirements this semester, I may postpone my graduation with the Registrar's Office. Contact them by the deadline. (<a href="http://www.shsu.edu/~reg_www">http://www.shsu.edu/~reg_www</a>)</td>
</tr>
<tr>
<td>April 1, 2010</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Event Description</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>April 2, 2010</td>
<td>13) Master's &amp; Doctoral Candidates: Last day to complete a public defense of the thesis/dissertation.</td>
</tr>
<tr>
<td>April 14, 2010</td>
<td>14) Master's &amp; Doctoral Candidates: Last day to submit complete, defended and signed thesis/dissertation to the appropriate academic dean's office.</td>
</tr>
<tr>
<td>April 16, 2010</td>
<td>15) Master's &amp; Doctoral Candidates: Last day to submit final thesis/dissertation (defended and signed) and Route Sheet to the Director of the Library.</td>
</tr>
<tr>
<td>April 23, 2010</td>
<td>16) Master's &amp; Doctoral Candidates: Last day to make all final copies of thesis/dissertation and submit to the NGL for binding. Last day to submit Route Sheet to the Dean of Graduate Studies.</td>
</tr>
<tr>
<td>May 1, 2010</td>
<td>17) Complete the Graduation Survey.</td>
</tr>
<tr>
<td>May 1, 2010</td>
<td>18) Check that my name is included in the commencement program.</td>
</tr>
<tr>
<td>May 10-14, 2010</td>
<td>19) Notify family and friends of parking locations (Parking) and confirm my commencement ceremony date and time. (Commencement Schedule)</td>
</tr>
<tr>
<td>Celebration Dates!</td>
<td>20) (Required) Arrive 1 hours in advance of the ceremony. (Commencement Ceremony)</td>
</tr>
<tr>
<td>May 15 or 16, 2010</td>
<td></td>
</tr>
<tr>
<td>Deadline Date:</td>
<td>21) (Required) All grades, including Sam Houston, correspondence, transfer, or testing credits must be officially reported to the Registrar.</td>
</tr>
<tr>
<td>May 17, 2010</td>
<td>22) (Required) Complete necessary coursework to meet degree requirements. (DARS)</td>
</tr>
<tr>
<td></td>
<td>23) (Required) Meet minimum grade point average. (DARS)</td>
</tr>
<tr>
<td>May 17, 2010</td>
<td>24) (Required) Process any change of permanent mailing address online. (<a href="https://ww2.shsu.edu/index.php">https://ww2.shsu.edu/index.php</a>) Login in to SamWeb, go to Student Records, and then Address Change. I will receive my diploma in the mail within six weeks of the graduation ceremony. There will be a $7.50 charge for an additional diploma mailing if the first diploma is sent to an incorrect address.</td>
</tr>
<tr>
<td>May 17, 2010</td>
<td>25) Pay any outstanding balances due to the university prior to May 17 to ensure your diploma will be mailed to your permanent address. NOTE: Students with an outstanding balance to the university will not be able to retrieve an official or unofficial transcript until the balance is paid in full.</td>
</tr>
<tr>
<td>May 17-June 30, 2010</td>
<td>26) Contact photographer for a copy of my graduation picture. (Photographer)</td>
</tr>
<tr>
<td>May 20, 2010</td>
<td>27) Check my status with Registrar's Office. Status must be “Complete” to have a degree posted. Students “Lacking” or “Pending” will be contacted by the Registrar's Office by email. (<a href="https://ww2.shsu.edu/index.php">https://ww2.shsu.edu/index.php</a>)</td>
</tr>
<tr>
<td>June 14 - June 30, 2010</td>
<td>28) Spring 2010 diplomas are mailed. Should the diplomas go out any earlier than this date, notification is sent via email (SHSU email address used) to the graduating students!</td>
</tr>
</tbody>
</table>

After graduation, if you are interested in continuing your education, please contact our Graduate Studies Department. They will be happy to help you with your application to graduate school. (http://www.shsu.edu/~grs_www/)