Prospective Graduate Checklist

Graduate Record Review (for prospective graduates)

- DCP 12th Quarter and Above Students
- Senior Undergraduate Students (having completed 155 hrs.+ in your designated degree program)
- Second Year Graduate Students (upon recommendation of your advisor & eligible or planning to take the Comprehensive Exam within the graduating qtr.)

Mandatory Graduate Record Review appointments for prospective graduates will start Monday of Week 2 and end Friday of Week 4. Additional appointments are available week 7 on Tuesday and Thursday of that week. This will be the last opportunity for Record Review for prospective graduates.

To schedule a Graduate Record Review appointment: Go to lattiss.com and enter Anitha Walker in the “find” search box to sign up for your appointment. When scheduling your appointment you must indicate your academic program and anticipated graduation date.

Graduate Record Review appointments last approximately 10-15 minutes. Please arrive 5 minutes early. You must bring your student ID to your record review appointment. Prospective graduates must schedule a graduate record review appointment and petition for graduation. All prospective students for Level III Clinic (Peak, Outreach, International Clinic) are required to complete a record review before being allowed to enter Level III Clinic.

No diploma will be ordered without a signed petition to graduate on file. No final official transcript or diploma will be issued until the Registrar’s office has determined all requirements and obligations to Life University have been met.

Please take a moment and read the following information. You should begin this process the 8th or 9th week of your final quarter.

- Complete all of your academic requirements.
- Complete a financial aid exit online at www.studentloans.gov (if applicable). Click on Exit Counseling and follow the directions. You will need your FSA ID select Life University. You must complete the entire interview. It is advised that you complete the interview in one sitting as your information is not saved if you do not. If you have questions please contact Financial Aid at 770-426-2901.
- Complete a Perkins exit online at https://borrower.ecsi.net. (if applicable). You must have a zero balance with Student Accounts and no holds on your account. Please complete this task before you leave the institution. This requirement is mandatory before your degree can be awarded. If you have questions please contact Student Accounts at 770-426-1623.
- All holds such as library, student accounts, gown, etc. must be cleared. Contact the appropriate office to clear any holds.
Please do not register for the upcoming term in the degree program for which you petitioned. We are unable to award your degree if you have current registration and you will have to re-petition at The Student Advocacy Center.

You must attend the graduation rehearsal. Your attendance is important as things will be addressed that you need to know. The rehearsal is Thursday prior to graduation from 11 am to 1 pm in the gym.

Announcements and invitations can be ordered online at www.herffjones.com/college/graduation.

Now that you have petitioned for graduation be sure to check your student Life email daily. As a potential graduate it is important you stay aware of any issues regarding your ceremony, degree completion requirements, or any problems that might arise with the awarding of your degree.

You can submit a transcript request (state boards, employers, etc.) two weeks prior to the ceremony. If you need an official transcript expedited, please submit your request to the Office of the Registrar.

Once you have been awarded your degree, we will order your diploma and your diploma will be mailed to the address you listed on your graduation petition. Please allow 6-8 weeks after the start of the next term for your diploma to be processed.

FOR UNDERGRADUATE STUDENTS:

If you CLEP a course to graduate the course must be taken during the term for which you petition. If you do not CLEP a course for the term in which you petitioned your graduation date will change and you will have to re-petition.

If you plan to take a course at another institution to fulfill your degree requirements you must receive permission from your academic program. You must complete a Transient Student form and receive approval. This form must be submitted to the Registrar’s office before you take the course. Official transcripts should be sent to the attention of Ms. Anitha Walker in the Office of the Registrar.

FOR DOCTOR OF CHIROPRACTIC STUDENTS:

Doctor of Chiropractic candidates check with your Clinic Advisor the first week of your last quarter regarding completion of your clinic, laboratory, and x-ray requirements. Then meet with Dr. Frank Schwitz to do a “final redline”. He will send a “Clinic Completion” form to the Registrar’s office confirming you have completed all clinic requirements and are clear for graduation.