Graduating Seniors Checklist

□ Do you know when your graduation application is due?  Y  N  (Circle one)

   If not, please use the following link to check:
   http://www.coastal.edu/registrar/acadcalendar1.html?calendaryear=15

□ Have you finished or enrolled in ALL classes required for your major?  Y  N  (Circle one)

□ Have you completed PDA’s?  Y  N  (Circle one)

   If your catalog requires PDA’s and you have not completed the activities, your graduation application
   will be rejected. You must abide by your Catalog specifications. If you are unsure, please use the
   following link to review your College Catalog if you need clarification of your program requirements.
   Your catalog year will be at the top of your Program Evaluation.
   http://www.coastal.edu/academics/catalog/index.html

□ Does the top of your program evaluation show PENDING ANTICIPATED COMPLETE?  Y  N  (Circle one)

   If not, you will need to reevaluate your classes to determine what you haven’t taken and/or what is
   missing. It must read this at the top of the evaluation or your application will be denied.

□ Have you completed and printed the graduation application yet?  Y  N  (Circle one)

   If not, please use the following link to complete and print it.
   http://www.coastal.edu/registrar/forms/ApplyForGradDegreeCertification.pdf

□ Have you completed the Degree Certification yet?  Y  N  (Circle one)

   If not, use your program evaluation and your current schedule to complete it. Please note that both
   your current semester and your final semester courses need to be listed on the Degree Certification
   when submitting your graduation application. This is part of your graduation application (see
   above).

□ Have you paid your graduation fee?  Y  N  (Circle one)

   If not, please use the following link to pay it.
   https://webadvisor.coastal.edu/WebAdvisor/WebAdvisor?TYPE=M&PID=CORE-XWMAIN&TOKENIDX=254911267 or pay through Student Accounts.

□ After the fee has been paid, did you print the receipt?  Y  N  (Circle one)

   If not, please print a copy of the receipt to attach it with your Graduation Application and Degree
   Certification. Failure to do so will result in your graduation application being denied.

□ Upon completion of the above, do you know how to complete the process?  Y  N  (Circle one)

You will submit a (1) completed graduation application, (2) degree certification form, (3) graduation fee
receipt and (4) your program evaluation that reads PENDING ANTICIPATED COMPLETE to your Academic
Advisor before the posted due date. Failure to do this and submit the paperwork on time will result in your
application being rejected as well your name not being printed in the GRADUATION CEREMONY PROGRAM.