**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/acadcalendar.html**](http://www.coastal.edu/registrar/acadcalendar.html)

□ 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)

**Please review your Program Evaluation (under Professional Development Activities) to see if your PDA’s have been completed. If you still have PDA’s to complete, identify the number needed and email** **pda@coastal.edu****, with your name and ID number, asking for the remaining number of placeholders to be put on your account. This is like being “registered” for a class – you do not get “credit” until you complete the requirement(s).**

□ 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.**

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

 **For more information regarding the online graduation application, use the following link. This link has helpful resources that will help you submit your graduation application.**

<http://www.coastal.edu/registrar/graduationapp.html>

□ After reviewing the video tutorial, you must log-in to webadvisor. Under academic planning, click on “apply for graduation”. After reading the important information provided, choose the correct graduation term.

□ Once the correct term is selected, please select your appropriate eligible program.

**Each step in the application process must be completed before you can move forward. The system will notify you what is missing or incorrect.**