**Fall Semester**

**Go to class! Attendance is important**

*Go to class - attendance is important*

Class attendance is important for successful achievement. Not only will you learn the course material but many courses and departments have an attendance policy. Not attending can affect your financial aid, housing, grades etc.

**Learn about the job search and networking process at University Career Services**

Networking, or conversations with in your chosen career field, work preferences, or area you want to live in, is a great way to learn about job opportunities. University Career Service has developed a guide of basic principles of networking that can aid in making your conversations more effective.

View the Guide to Networking online here: [http://www.etsu.edu/students/careers/common/Networking.pdf](http://www.etsu.edu/students/careers/common/Networking.pdf)

**Attend Welcome Week events/ learn about campus involvement**

Welcome Week is an opportunity for students to make new friends, learn about different organizations, clubs and activities to get involved in at ETSU. Being involved will give you good experiences, open up leadership opportunities, allow you to meet other people and give you the support you need.

Attend Welcome Week events/learn about campus involvement add the following: Find a complete list of all Welcome Week events here: [http://www.etsu.edu/welcomeweek](http://www.etsu.edu/welcomeweek)

Find out how to get involved and see a list of ETSU student organizations and clubs here: [http://www.etsu.edu/students/sorc/aboutus.aspx](http://www.etsu.edu/students/sorc/aboutus.aspx)

Find the schedule of your favorite sport or more information about ETSU Athletics at their website: [http://www.etsubucs.com/](http://www.etsubucs.com/)

**File intent to graduate (if 90 or more credit hours earned)**

If you have completed 90 credit hours and are planning to graduate within the next two semesters, you must file the Notice of Intention to Graduate. In addition you must provide the graduation office with the Major Sheet, Minor Sheet (if applicable), and Substitution Form(s) (if applicable). Without these documents a graduation evaluation cannot be performed.

File the Notice of Intention to Graduate located online here: [http://www.etsu.edu/reg/regforms/intenttograd.aspx](http://www.etsu.edu/reg/regforms/intenttograd.aspx) or in DegreeWorks through your Goldlink
Apply to graduate school (if applicable)

If you are planning to apply to graduate school, it is strongly recommended you start the process now. Most graduate schools require an application, test scores, transcripts, letters of recommendation and more.

Visit the School of Graduate Studies at ETSU online for more information: http://www.etsu.edu/gradstud/admissions.aspx

Here is a list of graduate programs at ETSU: Graduate Programs

Take Major Field Test (if required)

A Major Field Test (MFT) evaluates students’ knowledge in their discipline of study. MFT results help the department and the university to evaluate the curriculum and make improvements where indicated. MFTs may also be used for student assessment or grading. Contact your department to determine whether MFTs are required in your program and for details regarding the test.

Take the CCTST

Students who have completed 96 hours are eligible to take the California Critical Thinking Skills Test (CCTST). Failure to complete this graduation requirement will result in having your diploma held until this condition is met. Some students may qualify for an exemption.

Access more information about the CCTST and approved exemptions here: http://www.etsu.edu/uged/cfaa/assessment/faq.aspx#cctst or contact the Office of Assessment at assessment@etsu.edu.

Attend Graduation Celebration: Real World 101 (pick up cap and gown)

Order your ETSU class ring & graduation announcements, pick up your cap & gown, have professional photos taken, brush up on corporate dining etiquette, join the ETSU National Alumni Association and more.

Learn more about the Graduation Celebration here: http://www.etsualumni.org/s/974/interiortemplate.aspx?sid=974&gid=1&pgid=1185

Finalize your resume and schedule a practice interview

Finalizing your resume and developing good interview skills is essential in the job search process. ETSU students can schedule appointments with a full time staff member in the University Career Services by calling 423-439-4450.

Visit ETSU’s University Career Services today: http://www.etsu.edu/students/careers/default.aspx

Print Degree Audit from GoldLink
Log-in to Degree Works and print your degree audit to take to your academic advising appointment. Go to Goldlink and click on Degree Works http://goldlink.etsu.edu. Use Chrome, for best viewing results.

**Meet with your academic advisor**

All students with less than 60 credits earned are required to meet with an advisor prior to registration. It is strongly recommended that you meet with your advisor throughout your college career to ensure you are on track to graduation. This is an opportunity for you to discuss the classes you will be taking the next academic semester as well as courses you may want to take during the winter or summer sessions. The relationship you develop with your advisor is important to your success at ETSU.

Here is a list of Academic Major Advisors and contact information: [http://www.etsu.edu/ advisement/continuingstudents/AdvisorContactList.aspx](http://www.etsu.edu/advisement/continuingstudents/AdvisorContactList.aspx)

**Register for next academic semester in GoldLink**

Each semester you will register for the next academic semester using GoldLink. It is also important to update your personal information such as address, phone, etc.

Log into GoldLink. [https://goldlink.etsu.edu/](https://goldlink.etsu.edu/)

*Taking 15 or more hours per semester will keep you on track to graduate in four years*
- [http://www.etsu.edu/reg/degreeworks/](http://www.etsu.edu/reg/degreeworks/)

**Prepare for final exams**

Now is the time to begin studying and preparing for final exams. Your final exams are not always scheduled on the same day and time as your regular class schedule.

Click here for a list of final exam dates and times. [http://www.etsu.edu/reg/registration/finalexam.aspx](http://www.etsu.edu/reg/registration/finalexam.aspx)

**Complete 84-105 credits**

In order to graduate in a timely manner, it is suggested that students complete 84-105 credit hours by the end of this semester.

*Taking 15 or more hours per semester will keep you on track to graduate in four years*
- [http://www.etsu.edu/reg/degreeworks/](http://www.etsu.edu/reg/degreeworks/)

**Verify grades, academic status and adjust schedule (if necessary) in GoldLink**

Once your final grades have been submitted, we encourage you to verify those grades in GoldLink. You can also check your academic status (good standing, probation, suspension) as well as adjust or change classes that you have registered to take the next academic semester.

Log into GoldLink. [https://goldlink.etsu.edu/](https://goldlink.etsu.edu/)
Winter Session available

Limited courses are offered during the Winter Session. Courses offered are selected by academic departments and are 100% online. These courses are considered part of the spring term. You are limited to one course or a max of 4-credit hours. ETSU Financial Aid recipients may be able to include a winter session course with the spring term award. Course can be found in Goldlink. Select the spring term, then select the subject(s) you'd like to search, and choose “winter session” as the "Part of Term".

More information about Winter Session is listed here: http://www.etsu.edu/winter/

Find out more about ETSU Financial Aid information: http://www.etsu.edu/finaid/

Log into GoldLink. https://goldlink.etsu.edu/

Spring Semester

Attend first day of Spring classes

Go to class - attendance is important
Class attendance is important for successful achievement. Not only will you learn the course material but many courses and departments have an attendance policy. Not attending can affect your financial aid, housing, grades etc.

Complete degree and graduation requirements

In order to graduate and receive your degree from ETSU you complete all degree and graduation requirements.

Access a current list of degree programs and requirements at ETSU: Undergraduate Programs

Attend Graduation Celebration: Real World 101 (pick up cap and gown)

Order your ETSU class ring & graduation announcements, pick up your cap & gown, have professional photos taken, brush up on corporate dining etiquette, join the ETSU National Alumni Association and more.

Learn more about the Graduation Celebration here: http://www.etsualumni.org/s/974/interior-template.aspx?sid=974&gid=1&pgid=1185

Check Goldmail for information and updates from the Graduation Office

Check Goldlink for any "holds" that you may have and, if you have questions, contact your graduation analyst in the graduation office at http://www.etsu.edu/reg/graduation/analyst.aspx.
Mentor successors in leadership roles

Current student leaders who are nearing graduation can play an important role in mentoring newer members to take on the leadership roles in the future. You will be instrumental in teaching the “ins and outs” of your leadership role to others.

Prepare for final exams

Now is the time to begin studying and preparing for final exams. Your final exams are not always scheduled on the same day and time as your regular class schedule.

A current list of final exam dates and times is located online here: http://www.etsu.edu/reg/registration/finalexam.aspx

Join the ETSU Alumni Association

Stay connected to ETSU after graduation by joining the ETSU Alumni Association. Joining the Association gives you the opportunity to participate in a variety of activities with the organization including: special programs, student recruitment activities, reunions, Homecoming and various events that support ETSU.

Visit the ETSU Alumni Association online for more information to find out about upcoming ETSU Alumni Events: http://www.etsualumni.org/s/974/interior-template.aspx?sid=974&gid=1&pgid=1722

Complete 96-120 credits

Most ETSU undergraduate programs require 120 credit hours to graduate.

Attend Commencement and graduate

Students who have completed degree requirements may participate in graduation ceremonies. There are two ceremonies each year. May graduates attend the May graduation ceremony. Students who finish requirements in any of the summer terms receive their diplomas in late August and are invited to attend the following December ceremony along with the December graduates.

Pick up your diploma in the Graduation Office (Room 102A) between 8:00am and 4:30pm or if you live further than 30 miles, email your analyst at http://www.etsu.edu/reg/graduation/analyst.aspx to have your diploma mailed to you.

Get information about ETSU Commencement including how family and friends can watch online here: http://www.etsu.edu/reg/graduation/ceremony.aspx

Carry on your ETSU Pride - GO BUCS!!!