1. Submit Intent to Graduate, Major/Minor Sheets

2. Degree Audit – Holds on GoldLink

3. E-mail to Student/Advisor (Goldmail)

   **Approved**

   - 4a. Complete remaining courses/other requirements
   - 5. Clear up Holds – Maintain GPA – Pass Courses

   **Incomplete**

   - 4b. Register for remaining courses/Submit Changes and Substitutions
   - 6. GRADUATE

8. Contact Graduation to update Graduation Term

7a. Degree Posted on GoldLink

7b. Degree Not Posted (Pending)
STEP 1: SUBMIT GRADUATION PAPERWORK

Turn in both the Intent to Graduate & Major/Minor Sheets by the deadline

- May 2010 – 9/11/09 (preferred)  2/22/10 (extended deadline)
- Aug 2010 – 1/25/10 (preferred)  6/21/10 (extended deadline)
- Dec 2010 – 5/24/10 (preferred)  9/27/10 (extended deadline)

(two terms prior to expected graduation term)

Preferred deadline ensures evaluation results in time to register for final semester

You take on risk of potential last minute problems with extended deadline
Submit 2 ways
- Online
- Paper (Available in Dossett 102B)

Will not be reviewed without Major/Minor Sheets

http://www.etsu.edu/reg/graduation/intentforms.aspx

Notice of Intention to Graduate
(Undergraduate)

Instructions:
1. Complete all sections of this form.
2. File this INTENT form only if you are graduating in the next **TWO SEMESTERS**.
3. Visit registrar website for deadlines.

Student must check on remaining classes by complete major/minor sheets and meeting with your advisor.

Student Information:

Student's E Number: 
Last Name: Email Address: 
Middle Name:  
First Name: Suffix: 
Maiden/Former Name: 
Second Degree Bachelor Students can obtain contract in Admissions
General Education
- Certain majors require particular Gen Ed’s

Writing, Oral, and Technology intensive requirements
- 4 Writing (2 in Major/Minor) (2 at 3000/4000 level)
- 2 Oral (1 in Major/Minor)
- 1 Technology (in Major/Minor)
- ½ Intensives

Beginning with the 2004 Catalog, Speech courses used to satisfy Gen. Ed. Requirements **CANNOT** be counted as Oral Intensive courses.

Degree/Major/Minor requirements
- Double degrees/majors must meet the Gen Ed’s of both degrees/majors

GPA Requirements
- Overall, ETSU, Major, Minor
- Some greater than 2.00
- Check catalog for specifics
Exit Exam
- Walk Ins - No Appt needed (Campus Center 208)
- University Testing Center: 439-6708
- All undergraduate students MUST take
- This hold will be removed once the results have been uploaded into our system

Major Field Test
- Only certain majors require a field test - dept will notify students of this requirement
  - MCOM, SPCH, SOAA, and PSYC test each semester
- Graduation Office receives notification once this test has been completed

CSCI 1100: Using Information Technology

Professional Education requirements
- Student teaching must be included for certification
**Total Hours**
- 50 hours at Senior Institution (4 year school)
- 30 hours at ETSU
- All UG degrees require AT LEAST 120 hours
- 24 hours of your last two years must be taken at ETSU and your final semester must be at ETSU
- Developmental courses do not count toward total

**Repeating Courses**
- Cannot repeat with a B- or better
- Second Attempt: Second grade will override better or worse
- Third Attempt: Third grade will override better or worse
- Fourth Attempt: Third grade and beyond will count toward GPA until appropriate grade is achieved
Graduation holds **DO NOT** affect registration.
STEP 3: E-MAIL TO STUDENT AND ADVISOR

- Will be e-mailed to your ETSU account
- Dropped classes, Substitutions, and Repeats of C’s and D’s may affect the final outcome of this audit
- One of two e-mails:
  - INCOMPLETE
  - APPROVED
- Advisors will be copied
- Your analyst will be listed at the end of this e-mail
- Review for Accuracy
- Reply with questions

Office of the Registrar • Box 70561 • Johnson City, Tennessee 37614-0561 • (423) 439-6822

GRADUATION CHECK

Dear student:

You have filed an Intent to Graduate form for Spring 2009, your record has been checked through Spring 2009. We have reviewed your records to date and your graduation status has been posted as INCOMPLETE. Any missing requirements you may have that will prevent graduation will be posted on your account for viewing anytime. As you complete these requirements, we will remove the holds as they come in to our office.

https://selfserv.etsu.edu/pls/PROD/twbkubis_P_GenMenu?name=homepage

- Login to your account
- Student
- Student records
- View holds

If you have no holds on your account, there is nothing preventing you from graduation in the Spring, providing you pass your current term with acceptable grades for your program of study.

Any substitutions and/or repeats of C’s and D’s may affect this graduation audit.

Your graduation analyst is (NAME) and contact number is (NUMBER). Feel free to contact (NAME) with any further questions you may have regarding your status.

Sincerely,

(NAME)
(PHONE)
(EMAIL)
STEP 4: INTERPRETING RESULTS

- **Approved (4A)**
  - Don’t alter schedule
  - On track for graduation - still may have holds

- **Incomplete (4B)**
  - Submit Substitution Forms
    - Online / Paper / E-mail from Advisor
  - Register for needed courses
  - Update expected graduation term
STEP 5: FINAL DETAILS

 Successfully complete current courses

 Resolve final holds
   Exit Exam
   Major Field Test
   CSCI 1100 Proficiency Exam
   Outstanding Balance with Bursar’s Office

 Graduation Celebration (March 15)
   Pick up Cap & Gown
     2 weeks prior in Graduation Office
   Order Invitations www.balfour.com
     Unlimited Guests - Special Seating Reserved

 Ring Ceremony - Alumni Office

 Check name in Graduation Program Proof

 http://www.etsu.edu/reg/graduation/ceremony.aspx
**STEP 6: GRADUATION CEREMONY**

- Rehearsal - Friday before same time as ceremony
- Check Website for updated breakdown
- Free online streaming available

**May 8, 2010 Breakdown**

<table>
<thead>
<tr>
<th>10 AM</th>
<th>2 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arts and Sciences</td>
<td>Business and Technology</td>
</tr>
<tr>
<td>Clinical/Rehab Health Sciences</td>
<td>Continuing Studies</td>
</tr>
<tr>
<td>Medicine</td>
<td>Education</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>Nursing</td>
</tr>
<tr>
<td>Public Health</td>
<td></td>
</tr>
</tbody>
</table>
**STEP 7: DEGREE POSTED**

<table>
<thead>
<tr>
<th>Curriculum Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Program</strong></td>
</tr>
<tr>
<td>Master of Science</td>
</tr>
<tr>
<td><strong>Program:</strong></td>
</tr>
<tr>
<td>Technology-Masters</td>
</tr>
<tr>
<td><strong>College:</strong></td>
</tr>
<tr>
<td>Business &amp; Technology</td>
</tr>
<tr>
<td><strong>Campus:</strong></td>
</tr>
<tr>
<td>ETSU, Main</td>
</tr>
<tr>
<td><strong>Major and Department:</strong></td>
</tr>
<tr>
<td>Technology - MS, Eng Tech, Surv &amp; Digital Media</td>
</tr>
<tr>
<td><strong>Major Concentration:</strong></td>
</tr>
<tr>
<td>Engineering Technology</td>
</tr>
</tbody>
</table>

***This is NOT an Official Transcript***

**DEGREE AWARDED**

<table>
<thead>
<tr>
<th>Awarded: Bachelor of Science</th>
<th><strong>Degree Date:</strong> May 04, 2002</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Curriculum Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Primary Degree</strong></td>
</tr>
<tr>
<td>College: Applied Science &amp; Technology</td>
</tr>
<tr>
<td>Major: Engineering Technology</td>
</tr>
<tr>
<td>Major Concentration:</td>
</tr>
<tr>
<td>Engineering Design Graphics Technical</td>
</tr>
</tbody>
</table>

Will be posted within 1 - 1.5 weeks once grades are submitted.

Diplomas available in Dossett 102B for a month, then mailed.

Verify and change MAILING address on Gold Link.
STEP 8: NOT AWARDED-UPDATE TERM

- Once you submit paperwork for a specific term, registration is blocked for future terms
- DO NOT resubmit everything
- Just call and ask to be moved

- Start back over with step 2
Dave Buckner  
(439-6844)  
bucknerd@etsu.edu  
• Education  
• Mass Communication  
• Speech  
• Theater

Denise Gilly  
(439-6851)  
gilly@etsu.edu  
• Computer Science  
• Interior Design  
• Engineering Technology  
• Nursing

Angela Edwards  
(439-4385)  
edwardag@etsu.edu  
• Continuing Studies  
• Biology  
• Chemistry  
• Digital Media  
• Geography  
• Geology  
• Physics  
• Surveying/Mapping

Michele Lamb  
(439-6823)  
lambmm@etsu.edu  
• Accounting  
• Clinical/Rehab Health  
• Economics  
• Family and Consumer Science  
• Finance  
• Management  
• Marketing  
• Public/Allied Health

Bobbie Wood  
(439-6813)  
wood@etsu.edu  
• Anthropology  
• Art  
• Criminal Justice  
• English  
• History  
• International Affairs  
• Language  
• Math  
• Music  
• Philosophy  
• Political Science  
• Psychology  
• Social Work  
• Sociology  
• Women’s Studies