

# *Additional Tips From the Advising Coordinator:*

## **1. What are some things seniors should start considering once they begin their senior year?**

- Please make sure to take the specific classes given to you by your Academic Advisor. There will be very specific prerequisites that you will be required to complete in your final year and I have seen students extend their graduation date out a semester, and sometimes two, due to not registering for the classes their advisors recommended in those last two semesters.
- Make sure to get any transfer credits submitted to A-State before your final semester. Do not wait until the last minute to do this step. This can keep you from graduating on time.
- If you have questions or concerns, please reach out to me. Do not wait until your final semester to voice them.
- I am the Graduation Coordinator for the college. I am here to help you navigate your final year here at A-State.

## **2. Where can students find the intent to graduate form?**

- The Intent to Graduate form is found in the Student Records portion of Banner Self Service.
- Intent to Graduate Forms are due the first week of classes of the term in which a student is planning to graduate.
  - Forms are due in August for Fall graduates.
  - Forms are due the first week of June for Summer graduates.
  - Forms are due in January for Spring graduates.

## **3. How will students know that they have been cleared to graduate?**

- Once students have submitted their 'intent to graduate' forms they will be given access to the Graduation Tracker.
- The Graduation Tracker will update as forms are processed.
- I will be responsible for processing each graduation senior for the College. I will send a report to the Graduation Office each term for my seniors.
- The Graduation Office will do the final processing and updating of the Graduation Tracker.
- For my part, I will submit a graduation pre-check on a graduating senior before school starts their final semester here at A-State.
- Any issue that I find that needs to be addressed and fixed by the student will be listed in that graduation pre-check. Please review it when you receive it.
- I will email all of the graduation seniors the start each semester explaining the graduation process.
- I will then send one last email to let them know that I have submitted the report to the Graduation Office who will finalize the process.
- It is important to note, that getting cleared is not instantaneous once the report is submitted. The Graduation Department will review all students who have submitted an "intent to graduate" form for all colleges. It takes them time to go through this process. It could take several weeks or even a couple of months before you will see a cleared for graduate or "CFG" designation in the Graduation Tracker. Please be mindful of that.
- I can assure you that you will not be removed from the graduation list unless you drop a required course or fail a required course.

Please feel free to contact me for any additional questions at [cperry@astate.edu](mailto:cperry@astate.edu).

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