Are you planning to graduate in MAY 2016?
A Check List of Things You Must Do and DEADLINES!!!!!

A. Go online or check with an advisor to make sure that you have met all course requirements needed for graduation. You can do this by going to Howdy and completing a Degree Evaluation. Also make sure all of your degree information is correct, minors, options, etc. **If you need to have a minor added or removed this needs to be done before you apply for graduation.**

B. You must APPLY for graduation. To apply for graduation please go to http://howdy.tamu.edu and under the MyRecord tab select the "Apply for Graduation" link in the Degree Evaluation box. You may **BEGIN to apply on Wednesday, January 6, 2016**. This will also add the graduation fee to your tuition/fees statement. **The DEADLINE to apply without a late fee is 5:00 p.m. on Friday, February 19, 2016.** You are encouraged to apply early (**no later than the first week of classes**) so potential problems can be found early!

C. If you are taking a class this semester by correspondence, online at another school, or at Blinn or another college, you need to show proof of enrollment to Degree Audit in the General Services Complex by **Friday, February 19, 2016.** For more information go to http://registrar.tamu.edu/Current/CoenrlProof.aspx. Your application will be cancelled if you do not show this proof of enrollment

D. If you are missing a transcript from work previously completed at another school, you must show proof (the same as in C above) AND you need to have an official transcript sent to TAMU as soon as possible. When you request the transcript, note the date you requested it on a calendar, wait about ten days and then check to see if TAMU has received the transcript. If they haven't, you will need to ask your other school to send it again. Keep checking on this. Do not assume that since you asked, it will be done!

E. Review the information about graduation found at http://graduation.tamu.edu/

F. Keep reading our Newsletter In late April, we will have our graduation survey online and ready for you to complete and submit. If you fail to complete and submit this survey, a transcript hold will be placed on your record.

G. TUITION REBATE.   Undergraduate students wishing to apply for the $1,000 Tuition Rebate can find the application on the My Record tab in Howdy. **The applications must be submitted no later than 5:00 p.m. Friday, May 13, 2016.** If you have any questions, please contact the Tuition Rebate Specialist in the Office of the Registrar, General Services Complex, 750 Agronomy Rd., Suite 1501 in College Station, Texas, at tuitionrebate@tamu.edu, or call 979-845-1085.

H. If you are enrolled in less than 12 hours your final semester, TAMU will consider you a full-time student **if** you have applied for graduation, and are meeting all degree requirements, and are clear of any fiscal holds. You cannot be taking courses elsewhere to meet any degree requirements. To be flagged as a full-time student, send an email records@tamu.edu. The email must be from your TAMU account and include your full name, date of birth and UIN. Full-time status is important for insurance, scholarships, and student grants and loans. **Just because TAMU flags you as a full-time student does not mean that others outside of the university will consider you a full-time student.** It is your responsibility to check with others to see if you will meet full-time status with less than 12 hours.

I.   You must pass **all** of your courses required for your degree and meet your GPR requirements to clear the final degree evaluation.

> GPR requirements:
> - For Agribusiness majors: You must have a cumulative GPR of at least a 2.0; a GPR in major of at least a 2.0; AND a GPR in your Common Body of Knowledge classes (CBK's) of at least a 2.0.
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> - For Ag Economics majors: You must have a cumulative GPR of at least a 2.0 AND a GPR in major of at least a 2.0.

Good luck and Congratulations to each of you!!!!!
Dr. Boadu, Donna A., Rachel, Amy, Donna C., Kent, Austin, Haley and Danielle
(The Undergraduate Office Team)