



Graduation Checklist

LIFE
University

Complete the following items within 3 quarters of graduation:

Do NOT wait until your final quarter because your graduation may be delayed.

1. Record Review (You are eligible if you meet the criteria below)

- 12th Quarter and Above DC Students
- Undergraduate Students with 155+ hours completed *in your program*
- Second Year Graduate Students (*with advisor approval*)

ALL students are required to have a Record Review. Appointments are available **Weeks 2-4** every quarter via email or in-person. Schedule a Record Review appointment at <https://orgsync.com/147159/forms/275766> (do not sign in or you will get an error message)

2. Petition to Graduate

You *must* petition to be added to the graduation list and have your diploma ordered, even if you do not plan on participating in a ceremony. Submit your petition at <https://orgsync.com/147159/forms/228889> (do not sign in or you will get an error message)

Complete the following items *during* your final quarter:

- o **Ensure all your academic requirements are met.** You should be enrolled in your final courses. Meet with your advisor to ensure that your academic requirements are met.
- o **Complete your Financial Aid Exit Counseling online at www.studentloans.gov** (if applicable) Click on the tab which applies to you, then click on "Exit Counseling" and follow the directions. You will need your FSA ID and password to log in. Select "Complete Loan Counseling" and click Start next to the Exit Counseling option. If you have any questions, please contact Financial Aid at 770-426-2700.

You are not required to complete exit counseling if you did not borrow a Direct Loan (Sub/Unsub/PLUS) or are continuing a new program next quarter at Life University.

- o **Check EagleNet to make sure you have a zero balance with Student Accounts.** Your diploma and transcripts cannot be ordered if you have a balance. If you have questions please contact Student Accounts at 770-426-1623.

- o **Check EagleNet to ensure that you don't have any other holds.** Holds such as library, student accounts, or a graduation gown hold can prevent you from graduating. Contact the appropriate offices to clear any holds.

o **Do NOT register for the upcoming term in the degree program for which you petitioned.** We are unable to award your degree if you have current registration at the same academic level for which you are graduating.

o **Attend the mandatory graduation rehearsal.** The rehearsal is the **Thursday before graduation from 11am-1pm** in the gym.

o **Order Graduation Announcements and Invitations at**
www.herffjones.com/college/graduation

o **Check your student email daily.** It is important you stay aware of any issues regarding the ceremony, degree completion requirements, or any problems that might arise with the awarding of your degree.

o **Submit a transcript request** (for state boards, employers, et c.) as early as two weeks prior to the ceremony. You must indicate that you want the transcript “held until degree is conferred” for your degree to be posted on the transcript. Additional documents must be emailed to luregistrar@life.edu with the subject “Transcript Request”. Submit your transcript request at https://exchange.parchment.com/send/adds/index.php?main_page=login&sid=LJZXnVVPBVUMoOB5

o **Allow 4-6 weeks after graduation for your diploma to arrive.** Once your degree is awarded, we will order your diploma and have it sent to the address you listed on your graduation petition.

UNDERGRADUATE STUDENTS:

o If you CLEP a course to graduate, the course must be taken *before or during* the term for which you petition.

o If you take a course at another institution to fulfill your degree requirements you must complete a Transient Request form and receive approval *prior to* taking the course. Official transcripts should be sent to the attention of Keiko Clark in the Registrar’s Office.

DOCTOR OF CHIROPRACTIC STUDENTS:

o **Meet with your Clinic Advisor the first week of your last quarter regarding completion of your clinic, laboratory, and x-ray requirements.** Then meet with Dr. Frank Schwitz to do a “final redline”. He will send your Clinic Completion form to the Registrar’s Office confirming you have completed all clinic requirements and are clear for graduation.

o If you do not meet the requirements to graduate you MUST submit a new petition. It is your responsibility to submit a new petition to notify the Registrar’s Office that your graduation term has changed. Your diploma will not be ordered if you do not submit a new petition to be added to the graduation list for your new correct graduation term.

If you have any questions leading up to, and during, your final quarter please contact Keiko Clark in the Registrar’s Office at 770-426-2927 or keiko.clark@life.edu