

# STEPS TO GRADUATION UNDERGRADUATE STUDENTS

Specific dates/deadlines for completing the following steps can be found on the Office of the University Registrar's Website at <http://registrar.tennessee.edu/graduation>.

- Step #1** Go to Circle Park online to verify that your name and mailing addresses are correct. Also, check your privacy status before applying as increased privacy requests could exclude you from the graduation program and other related matters.
- Step #2** Submit a graduation application by the deadline.
- Step #3** Run/Print a Degree Audit Report (DARS) for each major that you are applying for and review it with your advisor. Submit any petitions needed **before your final semester**.
- Step #4** Review materials sent to you from the Graduation Office as soon as you receive them. Information from the Graduation Office will be sent to your semester address.
- Step #5** Purchase your cap & gown by the deadline if you plan to attend the University Commencement Ceremony. Students not dressed in appropriate attire (i.e. cap, gown, hood, etc.) will not be allowed to participate in the University ceremony.

Candidates for Bachelor's Degrees may purchase caps and gowns at the University Book & Supply Store, or call 1-800-733-8657 for assistance. Please verify the deadline date with the Graduation Supplies desk in the University Center's bookstore by phone at 865-974-3459.

- Step #6** Participate in the California Critical Thinking Skills Test (CCTST) if selected.
- Step #7** RSVP! – Reserve your seat at Commencement if you plan to participate. RSVP online at <http://registrar.tennessee.edu/graduation>.
- Step #8** Schedule and attend a financial aid exit interview (loan types including Stafford Loans, Federal Perkins loans, and UT Student Loans).
- Step #9** Clear any financial obligations (i.e. outstanding fees, parking violations, library fines, etc.).
- Step #10** Participate in the University Commencement rehearsal (optional).
- Step #11** Your diploma will be mailed to you.