

Graduation Checklist

❑ Apply for graduation

The link to the Graduation Application is on your *MyMichiganTech* checklist. This application is due by Week 10 of the semester prior to graduation. This is required in order to receive your diploma. A student can view their current graduation application in *MyMichiganTech*.

❑ Update your mailing address

Please update your mailing address so that you receive your diploma. You can email degree@mtu.edu to update your mailing address.

❑ Complete your degree audit

When running your interactive audit, be sure to run the default audit that says "Latest". It is important that you run your interactive audit after you have registered for your last semester of classes. All of the areas on the degree audit should be **GREEN** except the last two areas, Repeated Courses and Courses Not Used, which are always red. If there are problems with your interactive audit see your advisor ASAP. You will receive email notification once your interactive audit has been approved by your department.

❑ Complete your loan exit counseling for financial aid

Some loan programs require that you complete exit counseling. You will receive an email notification if you are required to complete this. If you have questions, contact the Student Financial Services Center at (906)487-2622.

❑ Pay outstanding fees

If a student has outstanding fines, fees, or if they still need to complete the financial aid exit interview, a hold will be placed on their account. Students are always notified when a hold is placed on their account. We do not mail the diploma until all holds are resolved.

❑ Complete the First Destination survey

This survey is to be completed once you have plans for after graduation, whether it is going to graduate school, into the military, joining the Peace Corps, or taking a job after graduation. It is important because this is how Michigan Tech determines your placement rate upon graduation. The survey is located on Handshake. <https://mtu.joinhandshake.com/login>

❑ Make arrangements to take professional certification exams

Professional certification exams are best taken now while the test material is fresh in your mind Michigan Tech offers many professional exams in our testing center and some departments subsidize the cost of the exam if you take it now, so take advantage of this.

Commencements will not be held as a face-to-face event. When details are finalized, an update will be provided to students participating in Spring Commencements