

SENIOR CHECK LIST FOR BUSINESS MAJORS

✓ **Degree Program**

Your official (finalized) degree program for your desired major and/or minor must be on file.

✓ **Intent to Graduate**

An “Intent to Graduate” form should be completed online at ‘My Missouri State’ under the Academics tab. Click on ‘Intent to Graduate Form.’ This information should be filed immediately after registering for your last semester. **The intent to graduate must be filed by the Registrar’s deadline for your name to appear in the Commencement Booklet. If your graduation date changes from the original form you filed, please fill out a new Intent to Graduate form.**

✓ **Proficiency Profile Exam**

Enroll in a section of GEN 499 to take the Proficiency Profile Exit Exam, a test that assesses basic academic skills. Although it is not a class and no credit hours are earned, register for the exam like you would any other class. This exam should be taken the last semester, but may be taken any time during the last two semesters. The exam must be taken before you can graduate. You may view the dates the exam is to be given and more information about the exam on-line at <http://www.missouristate.edu/assessment/11863.htm>.

✓ **Exit Interview**

Construction Mgt & Industrial Mgt Majors – An exit interview is required by your department and normally is conducted as part of IDM 499.

✓ **Register with Career Center**

You should register with the Career Center early in the academic year in which you plan to graduate. It may be advantageous to register earlier. You must be registered with the Career Center before you will be allowed to interview with potential employers that come to campus. Contact the Career Center for access to Job Tracks and assistance with resumes and interviews.

✓ **Graduating Senior Information**

You can obtain information on ordering your announcements and cap and gown; get the details on what to expect the date of commencement, etc. on the Missouri State web page at <http://www.missouristate.edu/commencement>. If you cannot find the information you are looking for on the web, call the Office of the Registrar at 836-5520 with your questions.

✓ **Financial Aid Exit Interview**

Required for students with loans. Check with the Financial Aid Office for details or go to <http://www.missouristate.edu/FinancialAid/LoanDL.htm> to conduct your exit interview online.

✓ **Degree Audit**

You may view or request a degree audit at any time at ‘My Missouri State’ under the academics tab, in the student records section. The audit will outline your remaining requirements. Be sure to order an audit when you have registered for your final semester. The audit should read “ALL REQUIREMENTS OK – IN PROGRESS AND/OR REGISTERED COURSES USED” if you have registered for everything you need to graduate. See your advisor **immediately** if this comment does not appear.

Degree Audits with latest grades are available within two weeks of commencement. Your updated audit should say, “ALL REQUIREMENTS HAVE BEEN MET.” Contact your advisor if this comment does not appear.