

SENIOR CHECK LIST FOR BUSINESS MAJORS

✓ Degree Program

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

✓ Civics Exam

State mandated Civics Exam is a graduation requirement that must be completed by the last day of classes of your final semester. The exam is available on blackboard and must be completed with at least 70 percent to graduate. Study Guides are available at <https://www.missouristate.edu/Assessment/mo-civics-exam.htm>.

✓ Application to Graduate

An "Application to Graduate" form should be completed online at 'My Missouri State' under the Student tab. Under 'My Graduation Path,' click on 'Graduation Application and Status Review'. This information should be filed immediately after registering for your last semester. **The application 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 Application to Graduate form.**

✓ University Exit Survey

The University Exit Survey is a graduation requirement for all undergraduate students at Missouri State. It should be completed during your final semester as a student. The survey will become available in a student's Blackboard account under "My Courses" and "University Exit Survey" upon successful completion of 102 credit hours. **Students are strongly encouraged to complete the University Exit Survey during the semester of their graduation. This survey needs to be completed by the last day of classes of a student's final semester to satisfy graduation eligibility requirements.** After completion, the graduation requirement will be met and this will be reflected in the student's degree audit within 3 to 5 business days. Visit: <http://www.missouristate.edu/assessment/undergraduate-exit-survey.htm> for more information.

✓ Exit Interview for Construction Management majors

An exit interview is required by your department and normally is conducted as part of TCM 499.

✓ Engage with the Career Center and Access your Handshake Account

The Career Center is available to assist you with your job search or other post-graduation plans including developing strategies for your job search, improving your career documents, practicing your interview skills, and preparing for graduate school. As a student and future alumni, you also have free access to the Handshake career management platform where you can schedule an appointment with the Career Center, view and apply for job openings, and learn about opportunities to engage with employers recruiting MSU bears. <https://careercenter.missouristate.edu/>. For other information, call 836-5636.

✓ 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 Loan Counseling

Required for students with loans. Check with the Financial Aid Office for details or go to <http://www.missouristate.edu/FinancialAid/loans/LoanCounseling.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 registration 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 Degree Progress bar at the top of your audit will **NOT** show that requirements have been met 100% until after grades are posted. Therefore it is important to review your degree audit item by item. A legend at the bottom of the audit explains the symbols used in the audit. Contact your advisor immediately if you have any questions. Degree Audits with latest grades are available within two weeks of commencement. Review your updated audit to make sure it says all requirements have been completed. Contact your advisor if you have questions.