

# Graduating Soon?

## ***Have you declared a graduation date?***

In order to graduate, you must inform the Office of the Registrar of intent to graduate, in writing. This can be done by submitting an 'Anticipated Graduation Date' form below. This form can also be found online at [www.uwyo.edu/registrar/forms](http://www.uwyo.edu/registrar/forms)

Indicate exactly how you would like your name to appear on your diploma and provide a diploma mailing address. This address should be valid 10-12 weeks after graduation.

## ***Have you checked your CAPP progress report?***

The CAPP report shows your progress toward degree completion and can be accessed through WyoWeb. You should print your CAPP report and take it to your advising session each semester. All CAPP areas must be met in order for you to graduate. Work with your adviser to resolve any areas that are shown as 'not met' (if any exist) after you've registered for your last classes. If modifications (substitutions, waivers) are required or you intend to clear a requirement with transfer or correspondence courses, your degree analyst in the Office of the Registrar must be informed of your intentions.

## ***Have you paid your graduation fee?***

The \$25 graduation fee must be paid before diplomas or transcripts will be issued. A financial hold will be placed on your account if you do not pay your graduation fee. The graduation fee should be paid during the semester in which you expect to graduate and may be paid online or at the Cashier's office. A \$5 late charge will be added if the fee is not paid by the last day of classes.

## ***Do you have any financial holds?***

Any financial obligations with the university must be cleared. Your diploma and transcripts will not be released if you have any active financial holds.

## ***Do you have any outstanding Incomplete ("I") grades?***

Any courses with an incomplete ("I") grade must be completed and a grade received by the Office of the Registrar in order to graduate. Incompletes must be removed no later than four weeks following the end of the semester or graduation will be deferred.

## ***Are you taking any courses at other colleges or universities?***

If you are taking courses at another academic institution for your degree, all official transcripts must be received by the Office of the Registrar no later than four weeks following the end of our (not the transferring institution's) semester. For the transcripts to be official, you must request that the transcripts be sent directly from the institution to the University of Wyoming Office of the Registrar.

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**Anticipated Graduation Date**

Complete and return this form to the Office of the Registrar.

If this anticipated graduation date changes, please notify our office in writing.

I, \_\_\_\_\_ plan to finish my last course(s) and graduate in the  
fall spring summer semester (circle one) of \_\_\_\_\_ (year).

Student "W" Number: \_\_\_\_\_

College: \_\_\_\_\_

Major: \_\_\_\_\_

**Please tell us exactly how you would like your name to appear on your diploma (print clearly):**

\_\_\_\_\_  
Diploma Mailing Address (should be valid 10-12 weeks after graduation):

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_