



## Frequently Asked Questions About Graduating

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(The following information can also be found on the Registrar's web site or directly:  
<http://www.uark.edu/depts/dars/FAQGraduation.html>)

### How do I apply for graduation?

Go to the Dean's office of your School or College and pick up the graduation application card. You will need to complete any paperwork required by the college. After receiving the Dean's signature, fill out the card and bring it to the Registrar's Office with your graduation fee. Be sure to print your name exactly as you want it to appear on the diploma and sidewalk. Law school graduates are not required to obtain a Dean's signature; the process is done entirely in the Registrar's Office.

Degree application priority date for students who plan to graduate (watch the Registrar's web site for specific day):

<u>Fall 2009</u>	<u>Spring 2010</u>	<u>Summer 2010</u>
October 2, 2009	Early February	Early June

### What are graduation fees?

Graduation fees cover the cost of graduation-related activities such as Commencement and the ordering, printing and mailing of your diploma. The fees are as follows: **Undergraduate-\$25.00; Master's, Ed.S.-\$30.00; JD, LLM-\$35.00; Doctorate-\$85.00.** (Please note effective summer 2006, a fee in the amount of \$45.00 will be charged to the student's account for those submitting a Master's Thesis.)

### How long can my name be?

Names requested for the diploma and the sidewalk are generally the same. However, you should keep in mind there is a space limitation for the sidewalk. The sidewalk name, including degree and appropriate spaces, cannot exceed 29 characters.

### I have applied for spring graduation but will need to take classes over the summer. When will I receive my diploma?

Participation in the Spring Commencement or a recognition ceremony does not mean you have graduated. Graduation occurs the semester in which all degree requirements have been satisfied. If you finish your requirements over the summer, you will have a summer degree date and you should expect to receive your diploma in early October.

### Why does it take so long to receive my diploma?

The process of clearing students for graduation during any semester is a very detailed process with the cooperation of the Schools and Colleges and the Registrar's Office. After final clearances are determined, diplomas are then ordered from the printing company. They are received by the Registrar's Office, audited for accuracy and then mailed.

### If I am denied for the graduation term for which I applied, what should I do?

Contact your School or College to determine your outstanding requirements. You may then reapply for graduation during the semester in which you complete your remaining requirements. Reapplication must be done in person or by sending a written request to the Registrar's Office. There is a \$5.00 reapplication fee.

### If I move before my diploma is mailed, how will I let you know?

As part of the application process, you were asked to enter a diploma address by logging into your account in the student information system (ISIS). If this address becomes invalid and you are no longer able to access ISIS, you will need to notify the Registrar's Office in person or in writing. You may stop by Monday - Friday, 8:00 a.m. - 5:00 p.m. with a photo ID, fax at (479)575-4651 or write to the Registrar's Office, University of Arkansas, 146 Silas Hunt Hall, Fayetteville AR 72701. If writing or faxing your request, please give your name, student ID, degree awarded and date, a **signature**, a daytime telephone number and new address to send your diploma.

### Where will I find my name on Senior Walk?

<http://campusmaps.uark.edu/322.php> or stop by the Arkansas Alumni Association for a copy of the map when you return to campus.

## **Graduation Information by College/School**

### **Fay Jones School of Architecture**

Graduating School of Architecture students can stop by the School of Architecture's Advising Center in Vol Walker, room 218, for a degree check and application for graduation. Deadlines are posted on the University academic calendar. Reminders will be sent out to the School's Architecture and Landscape Architecture students. Please direct any questions to Judy Stone ([jkstone@uark.edu](mailto:jkstone@uark.edu)), Sheri Lynn Tuck ([stuck@uark.edu](mailto:stuck@uark.edu)) or Melinda Smith ([melindas@uark.edu](mailto:melindas@uark.edu)).

### **Bumpers College of Agriculture, Food, and Life Sciences**

Seniors should plan a degree check as soon as possible with Alice Griffin at the Dean's Office, AFLS E-108, 575-2252 or visit: <http://www.uark.edu/depts/dbcafls/degrees.html#check>

### **College of Education and Health Professions**

After completion of 85 hours or more, the student should pick up an application for graduation. Once the student has applied and been approved they are eligible for a pre-graduation check. Pre-graduation checks are completed in the Academic Affairs office by the graduation clearance officer. The pre-graduations check will confirm all courses transferred, all courses taken at the University of Arkansas, and those courses still remaining as requirement for a student's major and minor. A student will be notified via email of the results. For clarification or more information, please contact the Denise Bignar, 314 Graduate Education Building, 479-575 4203.

### **College of Engineering**

All Engineering students who anticipate graduating should see their department before their final semester to make sure they are on track to graduate. Students should apply for graduation on the 3<sup>rd</sup> floor of Bell Engineering by the graduation application priority dates. The dates for applying for graduation are posted on the university academic calendar. For further questions or information please contact: Student Information 3189 Bell Engineering Center, 479-575-3052.

### **Fulbright College of Arts & Sciences**

Fulbright College of Arts & Sciences students must apply for graduation in the Fulbright College Dean's Office, MAIN 525, by the date on the academic calendar. Once the graduation application is completed and posted into the Student Information System, the Dean's Office will process a graduation certificate. These certifications are mailed to the student's diploma address and a copy is provided to the student's major department. Prior to graduation application, students should work with their advisors within their major department in order to remain on track for graduation. For further information please call: Fulbright Office of Student Affairs, 525 Old Main, 479-575-4801.

### **Walton College of Business**

If you have any questions about graduating from the Walton College of Business, please email your advisor and make an appointment, call 575-4622, or stop by WCOB 328.