

# **CRCJ GRADUATING SENIORS INFORMATION**

## **COMPLETE ALL OF THE FOLLOWING STEPS FOR GRADUATION:**

### **(1) REGISTER FOR AND COMPLETE CRIM 499 SENIOR ASSESSMENT (0 CR HOURS):**

Register for the CRIM 499 in the semester you plan to graduate. This is a graded course so **DO NOT** register for CRIM 499 unless you are graduating. If you cancel your graduation make sure to drop CRIM 499 and register for it again in the semester you plan to graduate. Go to blackboard (<http://my.unl.edu>) to review information about the completion of Senior Assessment and other information regarding graduation. You must be registered for CRIM 499 to log on and review the information.

### **(2) REQUEST DEGREE AUDIT:**

A good time to request a final degree audit is after you have registered for your final semester but prior to the start of your final semester to be sure you have registered for the correct courses (recommend applying at least 1 month prior to the start of your final semester). You should not make changes to your schedule after this audit unless you check with your adviser. Request your degree audit at the School of Criminology and Criminal Justice, 310 Nebraska Hall.

### **(3) APPLY FOR GRADUATION:**

Fill out the application for degree form which can be found online at the UNL Office of Registration & Records site: [http://www.unl.edu/regrec/graduation/grad\\_main.shtml#applicaton](http://www.unl.edu/regrec/graduation/grad_main.shtml#applicaton)

Complete the form online and then print it. You may mail it or drop it off with your \$25 application fee at : Graduation Services, 109 Canfield Administration, Lincoln, NE 68588-0416.

**YOU MUST APPLY BY THE POSTED UNL DEADLINE.** A good time to apply is after you have registered but prior to the start of your final semester. A final review of your graduation audit is automatically done around the middle of the semester in which you are graduating. Students with any problems will be contacted at that time. Please make sure we have your current address and phone number.

### **(4) RETURN GRADUATION ATTENDANCE FORM TO ADMINISTRATION:**

You will receive graduation information from Graduation Services about a month prior to graduation. Make sure both our office and Graduation Services have your current address and phone number. You **must** return the form to Graduation Services, Canfield Administration Room 109 indicating if you plan to attend graduation, want your degree mailed or will pick it up. The packet will include information about ordering cap and gown for commencement.

### **(5) PROBLEMS OR CANCELLATION:**

If you have any problems regarding graduation or plan to cancel your graduation, contact Karen Fulton (472-6759) as soon as possible.

### **(3) ORDERING TRANSCRIPTS:**

Your degree is awarded through the University of Nebraska at Omaha, however, because you attended on the Lincoln campus, you may order your transcripts from Registration & Records, Transcript Requests, 107 Canfield Administration, University of Nebraska-Lincoln, Lincoln, NE 68588-0614. You may mail, fax or drop off your transcript request form in person. Note that your signature is required. The procedure and form for ordering transcripts can be found on the following website:

<http://www.unl.edu/regrec/grades/transcripts.shtml>