

# GRADUATING SENIORS

## COMPLETE ALL OF THE FOLLOWING STEPS FOR GRADUATION:

(1) **REGISTER FOR AND COMPLETE CRIM 499 SENIOR ASSESSMENT (0 CREDIT 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. Log on to Blackboard.unl.edu for your requirements to complete Senior Assessment. You must be registered for CRIM 499 to log on and review the information. You will be asked to sign up for a specific date and time to complete your assessment.

(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 cannot use the UNL degree audit system for your audit. Request your degree audit at the School of Criminology and Criminal Justice, 310 Nebraska Hall.

(3) **APPLY FOR GRADUATION:**

Fill out the application for graduation form at 310 Nebraska Hall. There is a \$35 application fee - make checks payable to UNO. **APPLY BY THE POSTED UNL DEADLINE.** This is the only application form you need to fill out. A good time to apply is after you have registered but prior to the start of your final semester. If you have not previously requested a final degree audit we can do it at that time. A final graduation audit is done around the middle of the semester in which you are graduating. Students with any problems will be contacted by this office at that time. Please make sure we have your current address and phone number. No confirmation letters are sent from this office.

(4) **RETURN FORM TO ADMINISTRATION:**

You will receive graduation information from administration about a month prior to graduation. Make sure both our office and administration have your current address. You **must** return the form to 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, therefore, after graduation your transcripts are ordered from UNO. You may request an official transcript by submitting a signed written request by mail to: UNO Registrar, Eppley Administration Bldg. Room 105, 6001 Dodge Street, Omaha, NE 68182-0286. Or you may fax a signed request to (402) 554-3472. days. The request should include name, social security number, current address and phone number, dates of attendance, complete address where transcript is to be sent. There is no fee and you can expect your transcript within 3-10 days.