



5500 NORTH ST. LOUIS AVENUE  
CHICAGO, ILLINOIS 60625-4699

Office of Enrollment Services

Dear Student:

Congratulations on your forthcoming graduation! In this document you will find information on how and when to apply for graduation. Please pay close attention to the application filing dates that are outlined below:

**Month all degree requirements  
will be completed**

**Filing Dates**

August 2012

November 1, 2011 – January 17, 2012

December 2012

April 1, 2012 – May 14, 2012

May 2013

August 1, 2012 – September 14, 2012

**Applications must be submitted according to this schedule.**

Both the Undergraduate Application for Graduation and the Major Academic Course Record form are due by the date printed above (dependent upon the term you wish to graduate). If you are pursuing a minor or area of concentration you must also submit an Academic Course Record form for the minor or area of concentration. *Academic Course Record forms are available in your major and minor department offices.* If you are a BLBC, ELED or SCED major, you must also obtain an endorsement evaluation through the College of Education. The endorsement evaluation will be approved and forwarded from the College of Education to the Graduation Evaluations Office where it will be integrated with your graduation application. We will be unable to process your graduation application unless all documents have been submitted.

*PLEASE NOTE: You must have declared your major and minor (if applicable) prior to applying for graduation.*

**It is important that you meet regularly with your academic advisor to monitor your progress towards graduation. Your graduation evaluation is a final determination of your graduation eligibility and should not be used as a substitute for regular advising.**

You will receive your graduation evaluation two weeks before the term in which you have applied for graduation. Questions regarding graduation requirements should be directed to your academic advisor. Questions regarding your graduation application should be directed to the Graduation Evaluation Office at (773) 442-4203.

If you will not complete all graduation requirements by the end of the term in which you applied, you must complete a Change of Graduation Date form and submit it to the Office of Graduation Evaluations in Enrollment Services (D-101).

Again, congratulations on your anticipated graduation.

Sincerely,

Daniel R. Weber

Registrar

**APPLICATIONS RECEIVED WITHOUT  
ACADEMIC COURSE RECORD FORMS  
WILL BE RETURNED**