

## 2016 Graduation Presentation, September 14, 2015

### College of Arts and Sciences

Office of Academic Advising, Registrar, and Commencement Office, John Carroll University

#### OBJECTIVES

- To review your responsibilities for monitoring degree completion and filing your Banner Web Graduation Application
- To review Commencement and diploma information
- To share important dates for seniors
- Graduation and Commencement Applications

#### GRADUATION REQUIREMENTS

- **Minimum of 128 credits, 2.00 (C average) GPA in major and overall are required for Graduation** (2.00 GPA also required for optional minor, concentration, etc.)
- Meet all liberal arts Core, major courses, and GPA requirements
- Take comprehensive exam, if applicable
- Last 30 hours must be in residence (Academic Petition)
- Meet all financial obligations

#### DEGREE EVALUATION REVIEW

- Generate and review your Degree Evaluation for met and not met Core, major, and minor (if applicable) requirements now, before 11/2 priority registration for seniors, and before Spring 2016 term begins
- Confirm that all programs of study are correctly noted; declare or un-declare majors and minors using CAS forms> “Forms, Petitions, Contact Information” webpage:  
<http://sites.jcu.edu/cas/pages/current-student-resources/undergraduate-students/forms-and-petitions/>
- Return completed and signed Self-Designed major/minor contracts to major depts. and Interdisciplinary minor/concentration forms (CAS “Forms” webpage) to Michelle Walker, Registrar’s Office (B102)
- Meet with your advisor and/or chair to review your remaining degree requirements—what do you still need to take to complete your degree? Plan now.
- Confirm program exceptions (substitutions, waivers, etc.) are notated on your degree evaluation; contact the Registrar’s Office to report discrepancies
- File Academic and Transient Petitions if necessary; contact Advising Assistant Tanesha Lee at [tlee@jcu.edu](mailto:tlee@jcu.edu) if you need assistance locating a “missing” petition

- ⦿ Send final, official non-JCU transcript(s) directly to JCU Registrar's Office; after two weeks, follow up to confirm receipt and posting of credit
- ⦿ Questions about degree completion? Contact the Office of Academic Advising at #216-397-4211

**ARE YOU ON TRACK TO FINISH BY SPRING 2016 OR EARLIER?**

- ⦿ Run your degree evaluation (detail) in Banner Web
- ⦿ View your *current registration* and earned hours; also view GPA's for majors and overall and course requirements
- ⦿ When "Yes" is shown on the left side of the degree evaluation this means you have met the requirement; "No" means not met -- please follow-up with advisor/chair ASAP
- ⦿ Meet with your academic department chair to review your major requirements and plan for remaining work

Detail Requirements

May 29, 2013 11:48 am

 This is NOT an official evaluation.

**Program Evaluation**

<b>Program :</b>	English Literature	<b>Catalog Term :</b>	Fall 2010
<b>Campus :</b>		<b>Evaluation Term :</b>	Fall 2013
<b>College :</b>	Arts & Sciences	<b>Expected Graduation Date :</b>	
<b>Degree :</b>	Bachelor of Arts	<b>Request Number :</b>	1
<b>Level :</b>	Undergraduate	<b>Results as of :</b>	May 29, 2013
<b>Field of Study :</b>	English	<b>Minors :</b>	
		<b>Concentrations :</b>	

	Met	Credits		Courses	
		Required	Used	Required	Used
<b>Total Required :</b>	Yes	128.000	138.000		47
<b>Last Number Institutional Required :</b>	Yes	30.000	32.000		9
<b>...Out of Last Earned :</b>	Yes	30.000	32.000		9
<b>Program GPA :</b>	Yes	.00	3.62		
<b>Overall GPA :</b>	Yes	2.00	3.62		
<b>Other Course Information</b>					
<b>Transfer :</b>			39.000		13
<b>In Progress :</b>			12.000		2
<b>Unused :</b>			0.000		5

\*\*\* This is NOT an official evaluation. \*\*\*

Area : Liberal Core - Not Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source
Yes		I-ENG COMP	English Composition						201030	EN	111	COMPOSITION & RHETORIC 1		3.000	TCR	T
									201030	EN	112	COMPOSITION & RHETORIC 2		3.000	TCR	T
No	AND	I-FRGN LNG	Foreign Language (Select two courses of the same language)													
Yes	AND	I-FY SEM	FY SEM						000000	FY	SEM	***Waived***		0.000		P
Yes	AND	I-SPEECH	CO 100 or 101						201310	CO	100	SPEECH COMMUNICATION		2.000	A-	H
Yes	AND	II-EN/ML	Literature						201310	EN	278	INTRO TO AFRICAN AMER LIT	L	3.000	A	H
Yes	AND	II-HS/AH	History or Art History						201030	HS	201	WESTERN CIVILIZATION	II	3.000	TCR	T
Yes	AND	II-HUMN	Humanities Elective						201310	CO	245	ARGUMENTATION & DEBATE	II	3.000	A	H
No	AND	III-SOC SC	Social Sciences  (Select two Division III courses from EC, PO, SC; must be from two disciplines)						201030	SC	101	INTRODUCTORY SOCIOLOGY	III	3.000	TCR	T
Yes	AND	IV-LAB SCI	Lab Science						201030	BL	155	PRINCIPLES OF BIOLOGY 1		3.000	B	H
									201030	BL	157	PRINCIPLES OF BIOLOGY LAB 1		1.000	B	H
No	AND	IV-MATH	Mathematics (Select a Division IV course of MT)													
Yes	AND	IV-SCI/MT	Science/Mathematics						201030	PS	101	INTRO TO PSYCHOLOGY	IV	3.000	TCR	T
Yes	AND	V-PL 101	PL 101						201030	PL	101	INTRO TO PHILOSOPHY		3.000	TCR	T
Yes	AND	V-PL 200LV	PL 200 level						201230	PL	255	MARXISM & CRITICAL THEORY	V	3.000	A	H
Yes	AND	V-PL 300LV	PL 300 level						201230	PL	379	PHILOSOPHY OF MIND	V	3.000	A-	H
Yes	AND	V-RL 101	RL 101						201030	RL	101	INTRO RELIGIOUS STUDIES		3.000	TCR	T
Yes	AND	V-RL 200+	RL 200/300 level						201030	RL	2XX	RELIGIOUS STUDIES ELEC	V	3.000	TCR	T
													Total Credits and GPA	42.000	3.69	

Area : **Liberal Core - Not Met**

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course	Title	Attribute	Credits	Grade	Source	
Yes		I-ENGL COMP	English Composition						201030	EN	111	COMPOSITION & RHETORIC 1		3.000	TCR	T	
									201030	EN	112	COMPOSITION & RHETORIC 2		3.000	TCR	T	
No	AND	I-FRGN LNG	Foreign Language (Select two courses of the same language)														
Yes	AND	I-FY SEM	FY SEM						000000	FY	SEM	***Waived***		0.000		P	
Yes	AND	I-SPEECH	CO 100 or 101						201310	CO	100	SPEECH COMMUNICATION		2.000	A-	H	
Yes	AND	II-EN/ML	Literature						201310	EN	278	INTRO TO AFRICAN AMER LIT	L	3.000	A	H	
Yes	AND	II-HS/AH	History or Art History						201030	HS	201	WESTERN CIVILIZATION	II	3.000	TCR	T	
Yes	AND	II-HUMN	Humanities Elective						201310	CO	245	ARGUMENTATION & DEBATE	II	3.000	A	H	
No	AND	III-SOC SC	Social Sciences (Select two Division III courses from EC, PO, SC; must be from two disciplines)						201030	SC	101	INTRODUCTORY SOCIOLOGY	III	3.000	TCR	T	
Yes	AND	IV-LAB SCI	Lab Science						201030	BL	155	PRINCIPLES OF BIOLOGY 1		3.000	B	H	
									201030	BL	157	PRINCIPLES OF BIOLOGY LAB 1		1.000	B	H	
No	AND	IV-MATH	Mathematics (Select a Division IV course of MT)														
Yes	AND	IV-SCI/MT	Science/Mathematics						201030	PS	101	INTRO TO PSYCHOLOGY	IV	3.000	TCR	T	
Yes	AND	V-PL 101	PL 101						201030	PL	101	INTRO TO PHILOSOPHY		3.000	TCR	T	
Yes	AND	V-PL 200LV	PL 200 level						201230	PL	255	MARXISM & CRITICAL THEORY	V	3.000	A	H	
Yes	AND	V-PL 300LV	PL 300 level						201230	PL	379	PHILOSOPHY OF MIND	V	3.000	A-	H	
Yes	AND	V-RL 101	RL 101						201030	RL	101	INTRO RELIGIOUS STUDIES		3.000	TCR	T	
Yes	AND	V-RL 200+	RL 200/300 level						201030	RL	2XX	RELIGIOUS STUDIES ELEC	V	3.000	TCR	T	
														Total Credits and GPA	42.000	3.69	

**GRADUATION APPLICATION: APPLY NOW**

- ☉ Graduation Application is available in Banner Web for seniors with 83 or more credits
- ☉ Graduation Application deadline, **September 20**; **apply for the term** in which you'll complete your degree, not when you will participate in Commencement ceremony
- ☉ Complete application now if you expect to finish your degree requirements by January 2016, May 2016, or August 2016
- ☉ Only allowed to complete once; your application has been received if you read "active" in Banner Web

### **HOW TO APPLY ON BANNER WEB**

- Banner Web / Student Records/ Graduation link
- Must have a declared major to file a Graduation Application
- If you have changed your major or minor but Banner Web does not show the change, please contact the appropriate department *before* filing the Graduation Application
- If you have any other problems with the Graduation Application contact Michelle Walker at [mwalker@jcu.edu](mailto:mwalker@jcu.edu) or the IT Help Desk at #216-397-3005 for technical assistance

### **WHAT YOU NEED TO KNOW NOW**

- **Work on completing academic requirements**
- **Check on your financial situation**
- **Return books to the library**
- **Dean of Students block**

### **2016 GRADUATION TIMELINE**

- **Grad Fair, April 4-5**
- **Senior Week, May 16-20**
- **Senior Awards Ceremony, Baccalaureate Mass, Senior Reception, May 21**
- **Commencement, May 22**

SCROLL DOWN FOR DECLARATION OF INTENT

# Declaration of Intent

## College of Arts and Sciences

The University conducts formal commencement exercises each year in May. Attendance at this exercise is optional. The information on this form is used in making plans for this ceremony.

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Banner Number: \_\_\_\_\_

My name should appear **ON MY DIPLOMA** as follows:

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Last Name

My name should be **PRONOUNCED AT THE CEREMONY** as follows:

\_\_\_\_\_  
(use the phonetic pronunciation)

\*\*\*\*\*  
**HOME** Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (home): \_\_\_\_\_

Phone (cell): \_\_\_\_\_

Email (other than JCU email): \_\_\_\_\_

\*\*\*\*\*  
Bachelor of [ ] Arts [ ] Science [ ] Arts in Classics

**ACADEMIC** requirements will be completed in [ ] Fall [ ] Spring [ ] Summer

**YEAR** academic requirements will be completed \_\_\_\_\_

\*\*\*\*\*  
[ ] **I PLAN TO PARTICIPATE** in the May commencement ceremony.  
(Summer graduates need to meet eligibility requirements)

**HEIGHT** \_\_\_\_\_ feet \_\_\_\_\_ inches **WEIGHT** \_\_\_\_\_ pounds

[ ] I **DO NOT** plan to participate in the May commencement ceremony.

[ ] **MAIL** my diploma to my home address.

[ ] I wish to **PICK UP** my diploma at JCU the week following the ceremony.

**NAME ON DIPLOMA****Christopher John Smith****YES**

Christopher J. Smith

C. John Smith

Christopher Smith

Chris Smith

Chris J. Smith

C. J. Smith

Jr., II, III, IV, etc

**NO**

A name that is not yours.

Superdude, Mr. Awesome, Studmaster, Number One, The Great and Powerful, Ruler of the Universe, etc.

Anything in “ ”

**HELPFUL INFORMATION**

- Can we wear anything over/on our gown?
- All emails sent to your JCU email
- Communicate with your family

**“WALKING SHORT”**

- Will not receive diploma
- Symbol next to your name in the program indicating a summer degree (\*)
- Cannot walk if you owe money to JCU or have not met academic requirements

**COMMENCEMENT: MILLER ORATOR**

- Only student speaker at Commencement
- Chosen by a committee of students, faculty, staff, and administrators
- Applications available in spring through the Office of Student Engagement

# COMMENCEMENT

Deanna DePenti  
Commencement  
Coordinator  
[ddepenti@jcu.edu](mailto:ddepenti@jcu.edu)

