

**Valdosta State University
Master of Library and Information Science Program
Graduation Application Procedure**

Due two full semesters before commencement.

The Student ...

- *Only complete, accurate packets will be processed.*
- Retrieve your VSU Student ID number. It is nine digits long and begins with 870. Visit <http://www.valdosta.edu/> and click on ID Lookup (on the right).
- Use your VSU Student ID number **instead of** your Social Security Number on all paperwork.
- Complete the appropriate Curriculum Checklist or Program of Study form.
 - If you entered the program *before* Fall 2007, use the Curriculum Checklist.
 - If you entered the program prior in Fall 2007 or later, complete your Program of Study form. You should have an electronic copy of the version that your advisor submitted to the Graduate School in your first few semesters. Retrieve it and finish it, filling in your grades for each course taken so far. If any of the courses you took are different from what is on the form, correct it. Print and sign the form. Mail it to
 - "MLIS Post-Port" is for everybody else. *Almost all of you will use this one.*
- Get a Graduation Application from the Registrar's Office.
 - They will mail it to distance students.
 - Their phone: 229-333-5727.
 - Their online contact form:
<http://www.valdosta.edu/registrar/forms/contact.php>
- Read their directions carefully. Notice that a check is required.
- Fill out all forms. Make sure that you **sign your name** in all appropriate places.
- Verify that your packet includes:
 - Curriculum Checklist
 - Application for Degree form
 - New Alumni Information form
 - a check
 - Graduate Exit Questionnaire.

- Take or send all forms and the check to your advisor.

The Advisor ...

- Verify that the packet includes:
 - Curriculum Checklist
 - Application for Degree form
 - New Alumni Information form
 - a check
 - Graduate Exit Questionnaire.
- Review all forms for completeness and accuracy.
- Compare Curriculum Checklist to student's transcript.
 - Verify that student is on track to complete all degree requirements.
 - If the student has satisfied the requirements for an Optional Track, verify that the appropriate box is checked.
- Fill in remaining course requirements on Application for Degree form, Section C.
- Sign in all appropriate places.
- Give packet to Administrative Assistant.
 - If the packet is incomplete or inaccurate, ask Administrative Assistant to send the materials back to the student for a do-over.
 - If the packet is complete and correct, Administrative Assistant will continue the processing.

The Administrative Assistant ...

- Verify that the packet includes:
 - Curriculum Checklist
 - Application for Degree form
 - New Alumni Information form
 - a check
 - Graduate Exit Questionnaire.
- Verify that student and advisor signatures are present.
- Put student's name on a list that is categorized by year and semester of intended graduation.
- If the Curriculum Checklist indicates that the student has completed an Optional Track, put student's name on a list to receive a Track Certificate.

- Give packet to Program Director.

The Program Director ...

- Review the packet.
- Sign the Curriculum Checklist
- Return packet to Administrative Assistant.

The Administrative Assistant ...

- Make four copies of the Curriculum Checklist
 - The original stays with the packet.
 - File one copy in the student's master file.
 - Send one copy to the Graduate School.
 - Give one copy to the advisor
 - Send one copy to the student via US mail, to the home address on the Curriculum Checklist.
- Deliver check to Bursary and get receipt.
- Add receipt to the packet
- Deliver packet to the Registrar's Office.

The Registrar's Office ...

- In the Registrar's office, the packet will be audited. During the audit, the reviewer will compare all paperwork to published degree requirements.

After the Audit

The Student ...

- receives the pink copy of the Application for Degree via US mail, to the address that appears on the application form.
- If the auditor found any issues that need to be resolved, the pink form will say so. These notes will appear on the bottom right side of the form, under "Additional requirements not listed by advisor."

- If the auditor found any issues that need to be resolved, the pink form will be accompanied by a formal business letter. This letter will state that there are issues to be resolved before the student can graduate and will include contact information for the Registrar's office. A student who receives this letter should contact the advisor and the Registrar's office immediately.

The Advisor ...

- receives the yellow copy of the Application for Degree via campus mail.
- If the auditor found any issues that need to be resolved, the yellow form will say so. These notes will appear on the bottom right side of the form, under "Additional requirements not listed by advisor."
- If the auditor found any issues that need to be resolved, the yellow form will be accompanied by a copy of a formal business letter that is addressed to and was sent to the student. This letter will state that there are issues to be resolved before the student can graduate and will include contact information for the Registrar's office. An advisor who receives such a letter should contact the student and the Registrar's office to assist in resolving the situation.
- Give the yellow form and the letter, if present, to Administrative Assistant.

The Administrative Assistant ...

- File the yellow form and the letter, if present, in the student's master file.

After Commencement

The Advisor ...

- Send the name of any intended graduate who did not graduate to the Administrative Assistant and Program Director.

The Administrative Assistant ...

- Complete a Track Certificate for each eligible graduate and send it via US mail to the home address on the Curriculum Checklist.
- Move the master files of all graduated students into the file drawer for Graduates.

Revised May 23, 2006

Last Update: October 8, 2008