TO: All Seniors and Advisors of Seniors, Class of 2015  
From: Mary Cisar, Registrar  
Subject: Senior Audit Check, Graduation Application, Name Pronunciation Form, Major/Concentration Check  
Date: December 1, 2014

Please read this message and all messages from Mary Cisar or Paula Stowe carefully and completely.

In October, you received a packet that included:

1. A completed Senior Audit Check for Graduation
2. Graduation information letter
3. Graduation numbers to remember

See below for additional reminders.

Two things you MUST do now:

Complete Electronic 2015 Application for Graduation via the SIS NO LATER than March 5, 2015:

- But don’t wait till then! Log in to the SIS and you will see the link to Apply for Graduation under HOLDS.
  - Be sure to complete the name pronunciation section. This will allow the name reader to have time to practice saying your name correctly before commencement. Your parent(s)/guardian(s) will appreciate it!
- From this form, we generate senior lists for major/concentration certification by departments/programs, and for printing diplomas.
- If you expect to graduate early (after fall semester or interim) or you know you will be a “participator” in the graduation ceremony, please indicate this on the graduation application. (A "participator" who has completed a minimum of 33 credits and has at least a 2.0 cum G.P.A. will be allowed to “walk” in the ceremony. However, s/he will not receive a diploma until all remaining requirements are completed.)

The Senior Audit Check:

- Now that you are registered for interim and spring, please review your Audit Check for Graduation carefully and check it against your current SIS degree audit and registration for upcoming terms.
- Look at your current registration in the SIS under “courses and grades”, and review the GE’s attached to the courses in which you are currently enrolled.
- Make sure that these courses will fulfill remaining requirements and that you are taking each course for a grade.
- Taking a course S/U will prevent the course from fulfilling any GE that is associated with it. You also need to go over major and concentration requirements with someone in the major department, including 6 total credits graded C or above in the major and 21 credits outside the major.

Students currently on off-campus programs:
If you are currently studying off-campus, you received your graduation packet via email attachment from Paula Stowe. Off-campus students must also complete the online Graduation Application. You may do this while you are off campus.

**Important advice for your senior year:**

- **DO NOT** drop any courses or make any S/U changes in your registration without first checking your senior audit to ensure that you are not jeopardizing your graduation by doing so.

- **General Education:** Please make sure that courses for which you register carry specific GE attributes. Do not just assume they carry them.

- If you have any questions or concerns once you review the Audit Check for Graduation, please call our office (x3015 or registrar@stolaf.edu) to make an appointment to discuss your audit in person.

- The Registrar’s Office wishes you all the best during your senior year!