

## Application for Degree Checklist

Failure to complete the checklist tasks may result in a delay of the processing and/or the cancellation of your application.

ALL correspondence about the progress of your degree will happen via your student email account. Please add [ESC@sou.edu](mailto:ESC@sou.edu) to your address book or adjust the rules of your spam filter to ensure that you receive these important emails. Your student email account will be accessible for one year after your last term at SOU. It is your responsibility to make sure you have access to your student email account and are receiving emails. If you need assistance with your student email account, please contact the Student Help Desk at (541)552-6969.

The degree application process should not be considered an advising process. Apply only if you have identified the term in which you will have completed all degree requirements.

You are responsible for being aware of your progress towards completion of the requirements:

For your General Education/University Studies requirements, see an advisor at the SOU Academic Support Programs in SU 134 or call (541) 552-6213.

For your major/minor requirements, see your major/minor advisor(s).

The \$70 fee to submit an application for degree must be paid at the time the application is submitted. It is a one-time fee and **will not be required should you need to re-apply** in a subsequent term.

Apply no earlier than two terms before the term in which you will have met ALL of your degree requirements.

**Transfer students:** you MUST attach an updated General Education Transfer Evaluation form. Please make an appointment with an SOU Academic Support Programs advisor in SU 134 or call (541) 552-6213.

Update all addresses on your SISWeb account via the My SOU website. **Your diploma will be mailed to the Diploma Mailing Address, NOT to any other address type.**

**If you change the term in which you expect to graduate**, or if you should have any changes that will affect your General Education/University Studies, major, or minor requirements, please e-mail the Enrollment Services Center at [ESC@sou.edu](mailto:ESC@sou.edu). Unapproved deviations from your plan may result in a delay in processing or the cancellation of your application.

### Please note:

- ✓ Students receiving incomplete grades or who have not completed all requirements based on their catalog will have their application cancelled and will have to apply for the degree again in a subsequent term.
- ✓ Degrees are conferred four times per year at the end of each term. Processing may take up to a month or longer after the completion of the term for which you applied.
- ✓ Diplomas will be ordered and mailed approximately two weeks after being awarded. You will receive an email at your student account when it is in the mail.
- ✓ Before ordering transcripts, please check your My SOU or SISWeb account to ensure your degree has been awarded.
- ✓ Information about commencement can be found at [www.sou.edu/commencement](http://www.sou.edu/commencement).

