Are you a 2017 graduate (February, May or September)?

Students are graduated three times a year: February, May and September. If you plan on graduating this year, here is a handy checklist:

- Keep a close eye on your SPIRE transcript to be sure that all your credits are represented and all genera are acknowledged. Be sure to correct all problems at least two months before your graduation date. Make sure your Estimated Graduation Term in SPIRE is correct. Having an incorrect graduation date could cause problems with your record if it is not changed before the last day of classes. It sometimes takes longer than you expect to resolve a problem, so it should not be left unattended until right before graduation. Did you take any courses at another school while a UWW student that are not yet reflected on your SPIRE transcript? Don't wait until the last minute to complete these details! Have official transcripts sent directly from the school to your UWW advisor. Your advisor is the instructor who taught your Frameworks of Understanding course.

- Contact your advisor early to alert him or her to your upcoming graduation this year. It's very hard to predict exactly when UWW students will graduate, so advisors depend on your notification.

- Be sure your degree plan has been completed and approved. If you are expecting prior learning portfolio credit, be sure your portfolio is completed, submitted, has been awarded credits, and areas of study and relevant employment are showing on SPIRE. If any of these are still in the works, get in touch with your advisor immediately to make plans for finishing up. If you're not certain that these have been done, check with your advisor.

- If you have a special transcript form to be submitted for training programs or non-credited courses, give it to your advisor at least two months before your graduation date. These often take quite a while to be processed and are sometimes returned for more documentation, so getting them in early will avoid last-minute delays that could jeopardize your graduation. And don't be surprised: there is a $75 fee attached for special transcript evaluation.

- Check your UMass account on SPIRE regularly to see that no balance is showing. You will not be graduated until your financial account is clear. If you have portfolio or special transcript credits to be added, then make sure to pay
those fees within a month of graduating.

- **If you entered UWW prior to Fall 2012**, submit an Intent to Graduate form with a $75 graduation fee (Note: Students matriculated Fall 2012 or later already paid this fee upon matriculation and do not need to return this form.). To get this form, go to the UWW Student Center>Forms>Additional forms. Or, you can download it here. A few students each year fail to graduate because they forget this step.

- Make sure your name in SPIRE is the way you want it to appear on your diploma. From your SPIRE homepage, go to Main Menu > Graduation > Graduation Data, and select “Change diploma name” to make any edits.

- Make sure your home address is correct in SPIRE. If it’s not correct, your diploma will be sent to the wrong place! From your SPIRE homepage, go to Main Menu > My personal information > Addresses.

- Check that your Estimated Graduation Term is correct. You can edit this directly on your SPIRE homepage.

- Mark May 12-13, 2017 on your calendar for your commencement ceremonies. Because there is only one per year, all 2017 graduates are invited to participate in the May commencement ceremonies. Getting your UWW degree is an enormous achievement, so plan to come to campus in May and celebrate! Details on commencement are located at the UWW Student Center, under Commencement. Bookmark the UWW Student Center and return there when you have questions about commencement.

*Note: If you complete all graduation requirements in December, you are considered a February graduate.*