

How to Stay On Track For Graduation

The Top Ten Things to Do to Graduate on Time

1. Be responsible for your graduation requirements.
Students are responsible for checking to ensure that the degree requirements (as listed in the appropriate catalog at the time of their matriculation) have been met. Undergraduate Catalog
2. Pay attention to your academic record.
Do check your schedule during the semester and your grades after the semester.
Don't leave a trail of incomplete grades, no grades, and incorrect course numbers.
3. Identify where you can find information.
Do assemble the publications and websites of the university and your department.
Don't consult your classmate's best-friend's ex-boyfriend.
4. Learn the unwritten rules.
Do note exceptions and precedents practiced by your department.
Don't say "I heard that ..."
5. Get answers from the most authoritative sources.
Do ask your advisor, the department academic administrator, or department head.
Don't trust that ex-boyfriend ...
6. Put it in writing.
Do request that answers be in written form and keep the record.
Don't reply "But I think I remember you said ..."
7. Register for your senior year.
Do plan now for a leisurely senior year later.
Don't assume you can take that class next year (or the year after).
8. Keep track of your academic progress.
Do have a checklist and keep it up to date.
Don't register for only what you assume you need or for what you'd like to take.
9. Don't drop a course; substitute a course.
Do continue to make overall progress towards your graduation requirements.
Don't fall behind in total units completed vs. total units expected.
10. Have Plan B (and C and D).
Do prioritize what is most important to take now and/or to take at CMU vs. elsewhere.
Don't drop the classes that are giving you the most difficulty without an alternative plan

Resources (website addresses)

Undergraduate Catalog - <http://www.cmu.edu/esg-cat/>
academic information, curricular requirements, etc.

The HUB - <https://www.cmu.edu/hub/>
academic audit, student information on-line, etc.

Homework Assignments

Create a folder. Label it "Graduation Requirements". Put in it your curriculum, supplementary curricular instructions (if applicable), your academic audit, information and notes related to registration, your records of discussions with advisors, and any other material related to your graduation requirements.

Review your academic audit. Compare it with your curriculum. Questions? See your advisor.