

Please Complete your Program:

Once you complete your degree and/or certificate, please follow these directions:

1. Please take the time to log in to your [Degree Evaluation](#).

Do this often please.

You can view your remaining classes and graduate paperwork needed to graduate.

2. Once you have finished your program, you will need to [declare graduation](#).

Also pay your diploma or certificate fee or both.

Students in a degree program must be registered the semester they graduate.

If you have already completed your course work, but need a course, in order to graduate, please email the CLAD Office Associate for help getting into [PRST 5940-60 Continuous Registration](#). This is not a class, per se, but a place-holder class to keep you active. Please refer to the Student Financial Services page to view the cost of this class.

Students in a certificate program do not need to be registered the semester they graduate.

If you are graduating with both a program and a certificate, please be sure that is visible on your degree evaluation and/or transcript.

With the approval of your adviser, you may **add a certificate to a program** via the [Program Change Form \(online\)](#).

You may not add a degree program to a certificate program.

You do have to physically apply to all degree programs.

This online form will need to be electronically approved by multiple people: your adviser, the CLAD Director, and the Associate Dean of the College of Education. Once it has been signed by everyone, the Office of the Registrar may process this, add the certificate to your transcript, and they will notify you that this had been done.

3. Here is the link for the: [Institutional Recommendation](#)

Students may use their copy of the original Acceptance Letter to the program if they need to include that to PTSB. Check your own email for this please.

Please always keep copies of everything: your acceptance letter, your course syllabi, your graduate student forms, and anything else. You may need it for additional higher education, new licensure in a different state and/or new employment positions.

Thank you!