

## Check List for Graduating from Webster University

- \_\_\_\_\_ Run a degree audit (available in our office or online through registration) prior to enrolling in your last course.
- \_\_\_\_\_ Complete all your incomplete courses before you petition to graduate. Check with the Webster Office to ensure that your final course grade has been entered on your academic record.
- \_\_\_\_\_ Petition to graduate when you register for your last course(s).
- \_\_\_\_\_ Pay your \$50 graduation candidacy fee when it appears on your bill.
- \_\_\_\_\_ Pay all other outstanding out of pocket charges due and owing on your student account.
- \_\_\_\_\_ Update your employee/military records with a transcript.  
(form available in our office and online at [www.webster.edu/scottaafb](http://www.webster.edu/scottaafb))
- \_\_\_\_\_ Complete a Program Evaluation and return it to the Webster Office promptly.
- \_\_\_\_\_ RSVP to the Scott A.F.B. graduation/cocktail party when the invitation arrives. Submit payment for reservations to the Webster – Scott AFB office no later than one week prior to the graduation party.
- \_\_\_\_\_ RSVP to the Webster University May graduation ceremony **no later than the last day in February**. (You will not automatically receive an invitation.) Check out the Webster ([www.webster.edu](http://www.webster.edu)) website for details regarding cap and gown purchasing and commencement itinerary.
- \_\_\_\_\_ Your diploma will be mailed to your home address approximately 8-10 weeks after your conferral date, if you have a zero balance on your account. Check with the Webster Office to insure that your home address is correctly recorded.