

## How to graduate on time

Below is a summary of the most common items you should track in your progress toward your degree. Please note: you will be responsible for knowing all policies in full from the NDNU Catalog.

- Transfer Units at Entry.** Have I requested an official transcript from all institutions I attended?
- Tentative Credit Evaluation.** The TCE received at entry is tentative. Did I check the Campus Portal/Degree Audit? If there are concerns, please check with your Advisor.
- FERPA.** Do I need to file a 3rd Party Authorization with the Registrar's Office?
- Core Curriculum.** Am I following my catalog of entry for all NDNU requirements?
- Math Core Requirement.** Did I talk with my Advisor and/or the Math Department about satisfying the requirement?
- Residency.** Am I aware that my last 12 units must be taken at NDNU to meet the residency requirement?
- GPA and Units.** Will I have an overall GPA of at least 2.0, and at least 2.0 in the major? Will I have a minimum of 124 total units by the time I graduate, including 46 upper-division units? Will I complete 30 total units in residency, including the final 12 units?
- U.S. History/Language Requirement.** Did I check the Campus Portal/Degree Audit to see if the requirements have been satisfied? Did I request an official transcript from my High School?
- Transfer Units Since Entry.** Prior to registering for any transfer courses, did I get course approval from my Advisor? Upon completion, did I request an official transcript from the transfer school?
- Deadlines.** I am responsible for knowing all deadlines in the Catalog and Academic Calendar (registration, drop/add/withdrawal, filing deadline for graduation, etc).
- AP/CLEP/IB Exams.** Did I request an official score report to be sent to NDNU for each exam?
- Major Requirements.** Am I following my catalog of entry to satisfy my major requirements?
- Graduation Audit.** If I have reached 90 units, did I submit a Graduation Application to the Registrar's Office?
- Leave of Absence.** If I must be absent for one term or more, did I file a Leave of Absence with the Registrar's Office, to keep my catalog of entry upon my return?
- Final Transcript.** Have I cleared all holds with the university, so that I may order official transcripts and receive my diploma?

*Please contact your Advisor with any concerns regarding your degree audit.*

### GENERAL CATALOG, NOTRE DAME DE NAMUR UNIVERSITY

IT IS THE RESPONSIBILITY OF EACH STUDENT TO:

- ◆ *Know and comply with the policies and procedures, deadlines, and graduation requirements found within the NDNU catalog.*
- ◆ *Monitor his/her own progress in individual courses and toward completion of the graduation requirements.*
- ◆ *Obtain correct information regarding academic programs and requirements.*
- ◆ *Know and comply with the policies and procedures that are found in the Student Handbook (<http://www.ndnu.edu/campus-life/student-handbook.aspx>)*