Senior Checklist for RBS 2016 Graduates

Welcome to your Senior Year! Here is a list of important “to-do” items for you to complete throughout your final year. Please make sure you have checked off all items listed below by your classified graduation date.

☐ Apply for your diploma through the online Diploma Application:
   https://www.ugadmissions.rutgers.edu/DIPLOMA/Login.aspx?ReturnUrl=%2fDiploma%2fDefault.aspx  *dates and deadlines listed on the RBS Senior Website (link to website located below)*

☐ Set up a Senior Review meeting with your Senior Counselor, Felicia Norott. This is not mandatory but is highly recommended!

☐ Confirm that you are classified to graduate during the correct month/year. If you plan to change your graduation date to an earlier or later time, you MUST reclassify yourself. Reclassification form: https://www.business.rutgers.edu/sites/default/files/user_files/undergrad-new-brunswick/Reclassification%20Form.pdf. Return this form to the RBS Undergraduate Programs Office, ATTN: Felicia.

☐ Confirm that you are declared with the correct major(s) and minor(s). Use Degree Navigator to confirm your academic program(s). Any discrepancies should be dealt with immediately (i.e. dropping or adding a major/minor). Failure to do so will complicate your graduation. Contact Felicia Norott for the Major & Minor Declaration/Change form.

☐ Log on to Degree Navigator to check the status of your major(s)/minor(s)/general education requirements. If you see something wrong or feel something is missing (i.e. a course you transferred in doesn’t show, study abroad credits, etc.), contact Felicia Norott as soon as possible to resolve the issue.

☐ RBS Graduation Requirements:
   ☐ General Education Liberal Arts Distribution requirements or SAS Core Requirements
   ☐ Rutgers Business School Core requirements
   ☐ Business major required courses
   ☐ Minimum of 120 degree credits
   ☐ Minimum of 2.0 cumulative GPA

☐ Complete Senior Surveys. Details and survey links will be emailed out closer to graduation.

☐ Commencement and Convocation:
   ☐ Purchase RBS Commencement/Convocation regalia (date TBA)
   ☐ Pick up RBS Convocation tickets (date TBA)
   ☐ Pick up honor cords, if applicable (date TBA)
   ☐ Register for University Commencement and RBS Convocation parking online (date TBA)

☐ Consistently check the email address associated with your netID. All important communications will be sent to this address.

☐ Visit the RBS Senior Website for more detailed information!
   http://www.business.rutgers.edu/undergrad-new-brunswick/current-students/seniors