

COSET 101 SEMINAR

Grades, Graduation and Good Grades

'Taking Responsibility Towards Graduation'

January 29, 2021



COSET 101 SEMINAR AGENDA

A Message from the Dean

Dr. A. Serpil Saydam,

Interim Dean, Associate Professor of Mathematics

Introduction of COSET Department Chairs

Graduation Presentation

Dr. Desirée Jackson

*Assistant Dean, Student Services and Instructional Support
Professor, Biology*





Presenter

Dr. Desirée Jackson

Assistant Dean, Student Services and
Instructional Support
Professor, Biology



GRADUATION / DEGREE COMPLETION

<http://www.tsu.edu/registrar/academic-catalog.html>

<http://www.tsu.edu/registrar/pdf/2019-2020-undergraduate-catalog.pdf>

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What does “applying for graduation” mean exactly?

- ❖ You are a CANDIDATE, not a graduate.
- ❖ You are responsible for following up with your application process.
- ❖ You are submitting your academic credentials for review.
- ❖ You are not a graduate after walking across the stage.
- ❖ You are not a graduate until your degree is conferred.



How many credit hours do I need to graduate?

- ❖ You must have a minimum of 120 credit hours towards a degree program to graduate with a Bachelor's degree from Texas Southern University (TSU).



I am close, or have finished my degree requirements, what do I do now?

- ❖ **Once you have completed 90 credit hours, meet with your Academic Advisor or major Department Chair to do a degree evaluation and plan your last two semesters of coursework.**
- ❖ **You must apply to graduate from any of the degree programs at TSU. You may acquire the appropriate application in your department or request it from an Advisor.**
- ❖ **Work with your Academic Advisor and/or Degree Auditor in your major department to complete the application.**



When should I apply for graduation? Is there a deadline?

- ❖ The deadline to apply for graduation is at least one semester prior to your anticipated completion date.
 - May candidates – Fall of the previous year
 - August candidates – Spring of the current year
 - December candidates – Spring of the current year
- ❖ Be prepared to pay a fee (currently \$50).



When should I apply for graduation? Is there a deadline?

- ❖ Last day to file an application for May 2021 degree conferral in the Registrar's office) is February 15, 2021.
- ❖ Applications for May 2021 are **OVERDUE and will not be accepted in major departments beyond February 5, 2021**
- ❖ Last day to file an application for August or December 2021 degree conferral is February 26, 2021.
- ❖ Applications for August 2021 or December 2021 must be filed with major department **NO LATER THAN February 5, 2021**



I missed the deadline to apply for graduation, now what do I do?

- ❖ **If you missed the deadline you will have to apply for graduation for the next available graduation date.**



I've submitted my application to my degree auditor, what happens now?

- ❖ Once you have submitted your completed signed application to your degree auditor, they will review your record to confirm you are on track for the completion date you selected. The auditor is the department Chair or the designee assigned with this task by the Chair.
- ❖ The Assistant Dean will review and sign your application for graduation if you meet all requirements and have a mathematical chance of completion. You will receive a notification from the Dean's office at this step to proceed with the Financial Aid check.
- ❖ The fee for the application for graduation will be applied to your account at this step. The fee is not refundable. A fee is applied each time an application is filed.



I've submitted my application to my degree auditor, what happens now?

- ❖ The application is then reviewed in the Office of the Registrar. Once your application has been reviewed a hold will be placed on your account preventing registration in future semesters.
- ❖ An analysis of your record will be sent to your student email address and to your major Department Chair.
- ❖ Your Department Chair or the Chair's designee will communicate with you if they have any questions during this process.



What is Exit Loan Counseling?

- ❖ Exit Loan Counseling is a part of the graduation application process.
- ❖ You will receive a notification from the Dean's office to proceed with the Financial Aid check once your application is sent to the Office of the Registrar for review.
- ❖ For details regarding Financial Aid availability contact the Office of Financial Aid and Scholarships at (713) 313-7071 or email at financialaid@tsu.edu



What if I am scheduled to graduate and I don't think I will pass a class in my last semester?

- ❖ First things first, if you need the course to fulfill your degree requirements, keep working! Don't give up!
- ❖ If it is apparent you will not successfully complete all the degree requirements during your last semester, contact your Academic Advisor to verify your requirements right away.
- ❖ Make arrangements to file a new application for the upcoming semester.



Where do I get my cap and gown for commencement?

- ❖ You may order your cap and gown through the Campus Bookstore or order online from your choice of vendors.
- ❖ The cap gown and tassel are included.
- ❖ Dress code: Business



How will they call my name during the commencement ceremony?

- ❖ **In-person commencement: Attend rehearsal to get information on the line-up procedure and receive honor cords.**
- ❖ **Virtual commencement: Attend rehearsal to get information on the line-up. Ask questions about Honor cords during the rehearsal meeting.**
- ❖ **Check your student email frequently and respond quickly to requests for information regarding participation in the ceremony.**



Will I receive my real diploma at Commencement?

- ❖ **No. Diplomas are ordered after commencement.**
- ❖ **Diplomas are ordered after degrees are conferred. It takes approximately 4-6 weeks after degree conferral for diplomas to arrive.**
- ❖ **As you cross the stage at the commencement ceremony you will be handed a diploma cover.**
- ❖ **Keep the diploma cover for when your diploma arrives.**



How do I obtain my diploma once it is available?

- ❖ Your diploma will be mailed to you at the address listed on your application for graduation.
- ❖ If your mailing address changes after you apply for graduation, please notify to Office of the Registrar so your diploma may be routed to the correct address.
- ❖ Official transcripts may be ordered by using the following link.

<http://www.tsu.edu/registrar/transcript-request.html>



I have an outstanding financial balance on my TSU account; may I still obtain my diploma?

- ❖ If you have a past due balance with the University (owe the University money) you will not be able to obtain your diploma or your transcript until the balance is paid in full.**
- ❖ If you have questions regarding your account balance contact the Office of Student Accounting at 713-313-7052 or samail@tsu.edu**



After I walk across the stage during the commencement ceremony, will I have to stay for the remainder of the ceremony?

❖ **YES YOU DO!!!!!!**

❖ **Attend rehearsal to get information in the line-up procedure and receive honor cords.**

❖ **This is a formal academic ceremony. Students are expected to dress appropriately and be respectful of others. COSET is the last College to cross the stage so you will be in the auditorium for the entire program.**



What if I walk during the commencement ceremony and I do not pass a class?

- ❖ If you do not successfully complete all courses during your last semester, contact your Academic Advisor to verify your requirements right away.
- ❖ Make arrangements to file a new application for the upcoming semester.
- ❖ A new application fee will be assessed.



Will my degree automatically reflect on my transcript?

- ❖ Once you have finished all your degree requirements, and a final audit of your record has been completed by your Department Chair and the Office of the Registrar, your degree will be posted to your record (your degree will be “conferred”).
- ❖ Degrees are conferred before the first day of the next consecutive semester. It is your responsibility to check your transcript for a degree date.
- ❖ If you do not see a degree date by the first day of the next semester, immediately contact your major department Chair.



What do I need to do if I want to continue to take classes my undergraduate degree is conferred?

- ❖ Complete a new application for admission on the TSU website.
- ❖ You may apply to be a post-baccalaureate student if you intend to complete additional undergraduate courses.
- ❖ If you plan to pursue a specific Master's degree, apply for admission to the Graduate School and the specific Master's program of interest.



Will I still be able eligible for financial aid?

- ❖ To be eligible for financial aid you must be admitted to a qualified degree program.
- ❖ For details regarding Financial Aid availability contact the Office of Financial Aid and Scholarships at (713) 313-7071 or email at financialaid@tsu.edu



COSET Department Chairs & Administrative Assistants Contact Information

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QUESTIONS?

