

Degree Application Process

Fall 2007

If you haven't officially applied for graduation and requested a degree audit report you are late in your graduation preparations, especially if you plan to graduate in fall 2007.

FALL 2007 Graduation: If you are graduating in Fall 2007 the last day to apply for graduation in order to be included in the Commencement Bulletin is October 5. You can apply for your degree past this date but your name will not be included in the Fall 2007 Commencement Bulletin which is given out at the Commencement Ceremonies. (This is the program mom and dad will take to work with them to brag that you graduated from VT!)

SPRING 2008 Graduation: The application deadline for graduation in order to be included in the Commencement Bulletin for Spring 2008 graduation is February 29, 2008. Don't wait until February to apply; do it now so you won't forget.

DEGREE APPLICATION PROCESS

1. **Apply for your degree**
 - Log onto Hokie SPA
 - Click on "Degree Menu"
 - Click on "Undergraduate Degree Menu" or "Associate Degree Menu"
 - Click on "Application for Degree"
 - Select your appropriate level and click "Submit"
 - Click on the "Apply" button next to the appropriate major
 - Review your name as it will appear on your diploma
 - Indicate your expected term of completion (graduation term)
 - Select "which degree is this"
 - Indicate your hometown information
 - Indicate which ceremony you will be attending (please note that choosing "I will not be attending" will excuse you from the departmental ceremony* in the Spring).
 - Click "Submit"
 - If prompted, enter an address for your diploma, click "Submit"
2. **After you have completed your application, request a DARS report.**
 - Log onto Hokie SPA
 - Click on "Degree Menu"
 - Click on "Undergraduate Degree Menu" or "Associate Degree Menu"
 - Click on "Degree Audit Report Menu"
 - Click on "Request a Degree Audit"
 - Select the appropriate degree program from the drop down menu
 - Click "Run Audit"
 - Click "View Submitted Audits"
 - If your audit does not appear click "Refresh the list" until it appears.
 - Click on the link to the DARS
3. **READING YOUR DARS** - For more information on reading your DARS go to <http://www.registrar.vt.edu/graduation/dars.php>. If you have questions about your DARS, schedule an appointment to see your advisor as soon as possible. **For December graduates** this is important for you to know if you have completed all requirements and are cleared for graduation. **For Spring 2008 graduates** you will know if you are cleared once you receive the results of your spring 2008-course request after Thanksgiving break or after you have your spring 2008 schedule finalized. Course request for spring 2008 is October 16-23. DARS is an important tool for you to use to determine what requirements you need to complete in order to graduate!

PLEASE NOTE: After you receive your first DARS, anytime something on your schedule or academic record changes such as a change of grade or you are awarded transfer credit you must request a new degree audit report through Hokie Spa. The old reports do not change once requested. If you have already applied for your degree and now know that you will not be graduating in the semester that you applied for please go to Hokie Spa and update your degree application so that it reflects the correct semester you will graduate.

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