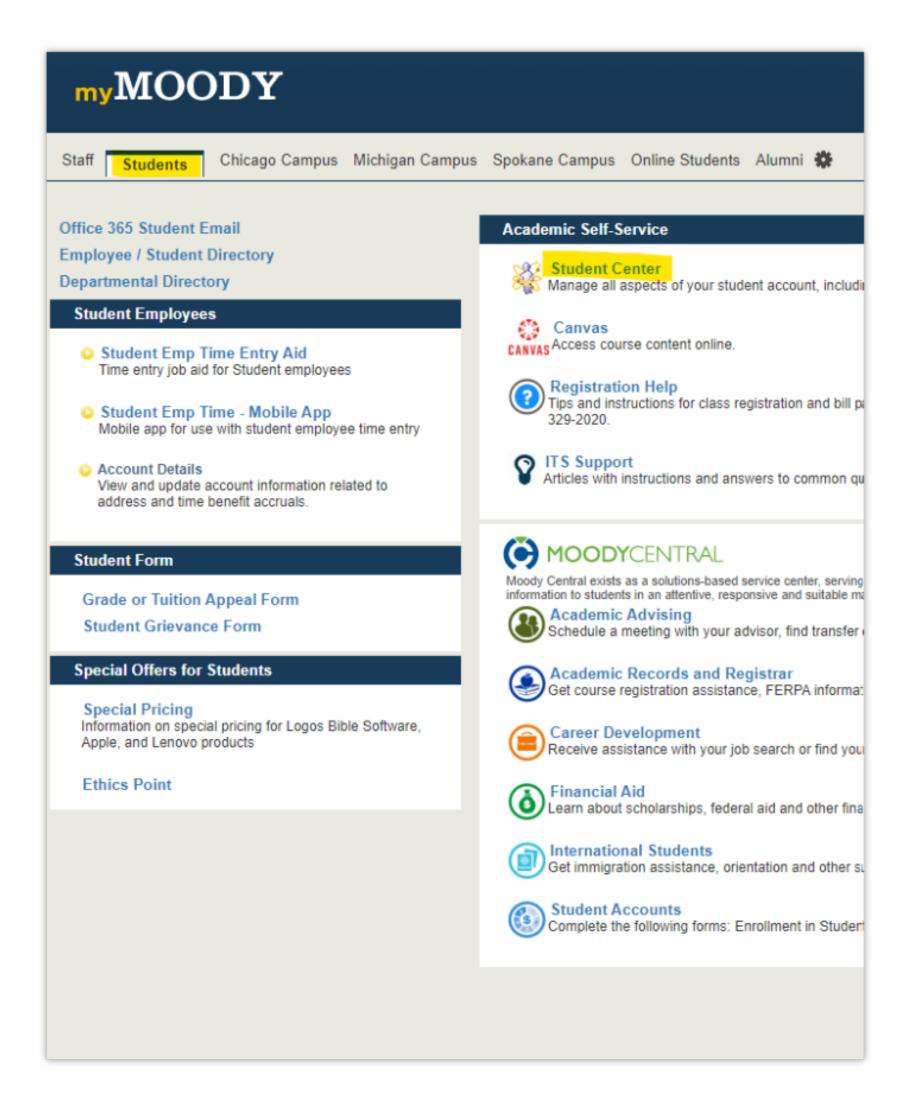
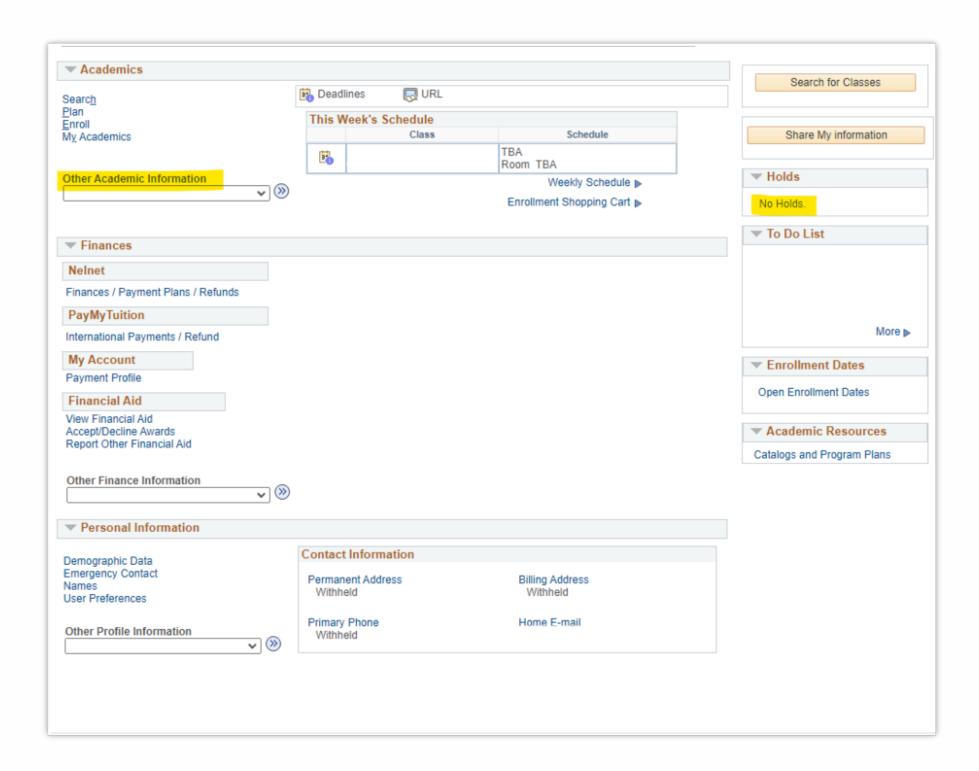
## How To Check If You're On Track for Graduation

## Step 1 Access your Student Center



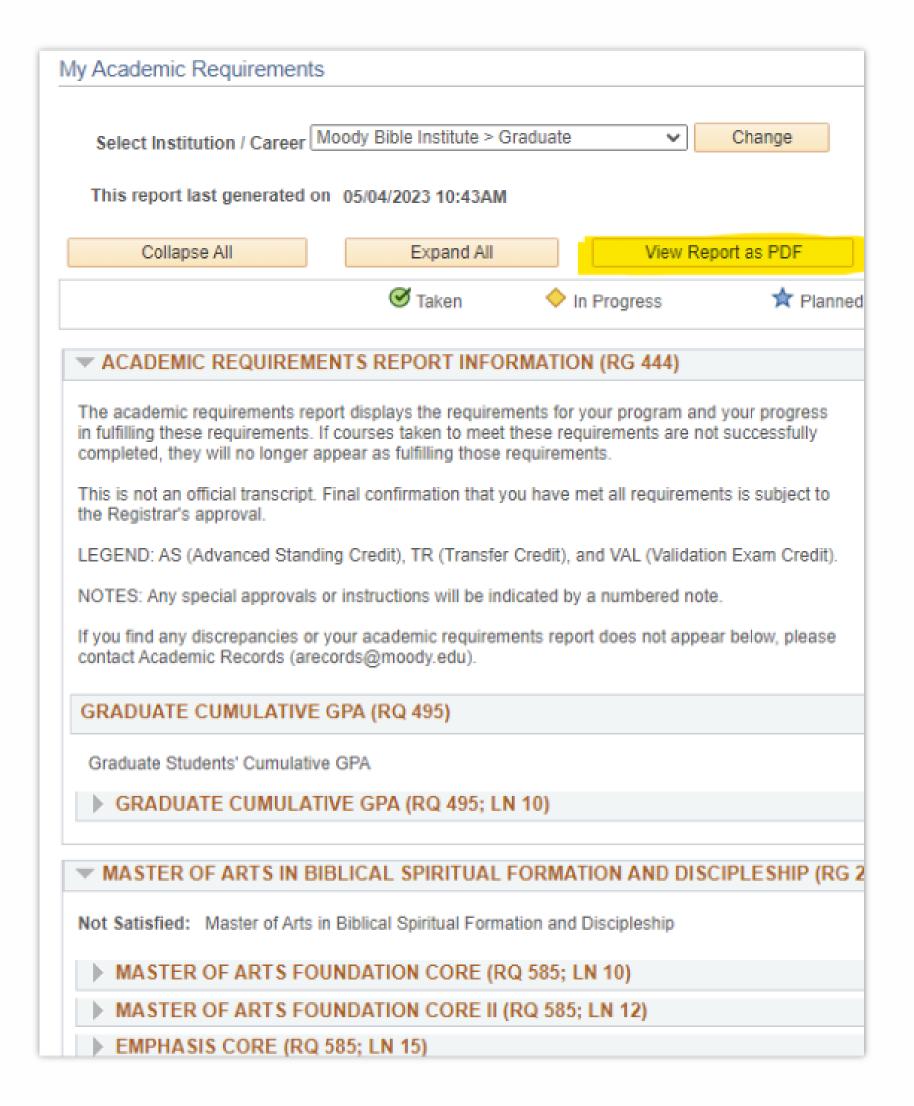
# Step 2 Open Your Academic Requirements Report (ARR)



Student Center > "Other Academic Information" dropdown menu > Academic Requirements

(Tip: While you're viewing your Student Center, check to see if you have any holds on your account. You'll need to resolve these holds before you graduate.)

# Step 3 Check your Expected Graduation Date (EGT)



ARR > View Report as PDF

# Step 3 Check your Expected Graduation Date (EGT) cont.

#### **Academic Advisement Report**

prepared on 05/01/2023

Program

Biblical Spiritual Form/Discip Major

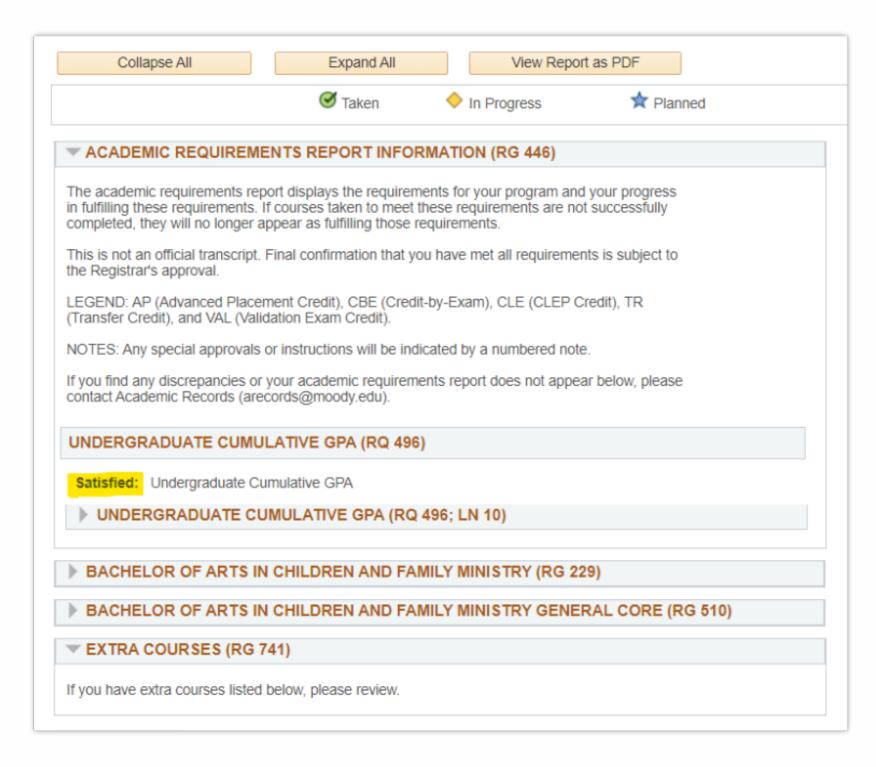
Expected Grad Date: Fall 2023

Catalog Year Fall 2021

Your expected graduation date will be listed on the PDF report.

NOTE: If the date listed on this PDF report is different than your intended graduation date, please submit <a href="mailto:this form">this form</a> to update it. This will ensure you are receiving the most up-to-date graduation information.

### Step 4: Check your ARR



Exit the PDF report to return to your ARR

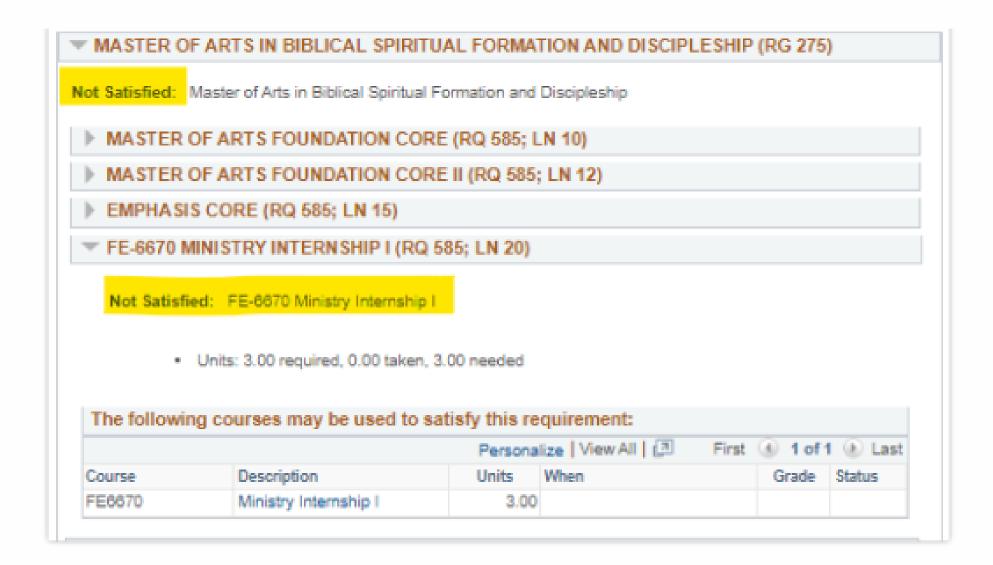
Your ARR is composed of several rows of course requirements. These rows close as you enroll in/complete the courses within.

The goal is to see all of the rows on your ARR closed.

Above is an example of an ARR showing the student is on track for graduation. All of the rows are closed, and there is a note indicating all requirements have been "Satisfied".

Click here to watch a video walking through an on-track ARR.

### Step 4: Check your ARR, cont.



This is an example of an ARR indicating the student is <u>not</u> on track for graduation.

They have at least one row open, showing they have not yet enrolled in Ministry Internship I.

Since there is still an outstanding course requirement, the ARR is "Not Satisfied".

Click here for a video walking through an ARR that is not on track.

### Troubleshooting

There are a few common reasons why your ARR may show as "Not Satisfied":

#### **Problem**

- GPA does not meet minimum requirement
- PCM/Orientation not passed
- A course substitution or interdisciplinary
   elective have not yet been directed to the proper place in your ARR
- You need to get enrolled in an internship\*

#### **Solution**

- Contact Academic Records (see last slide)
- For PCM: pcm@moody.edu
- Orientation: brett.mitchell2@moody.edu
- Contact your Academic Advisor
- Undergraduate students who need FE-4400: Submit this form. If your program requires an internship course other than FE-4400, contact your program head.
- Graduate students: <u>Submit</u> this form.

<sup>\*</sup>After you submit the internship request form, Academic Records will inform you when you are enrolled in your internship. Make sure to submit the request form early enough to get enrolled and apply for graduation before the deadline.

## Step 5 Apply For Graduation

Gradu	ation Application
First Name	Last Name
Full name as you would like	e it to appear on your diploma (eg. John E Smith III)
Student ID Number	
Student ID Number	
Student ID Number	
Student ID Number  My final degree requirem	nents will be completed:
My final degree requirem	
─ <b>My final degree requirem</b> ○ AT THE END OF THE	
─ <b>My final degree requirem</b> ○ AT THE END OF THE	SEMESTER.

Follow the graduation application link provided by Academic Records

Once you have checked to make sure you are enrolled in all your final requirements, applying for graduation is quick and easy!

Make sure to complete your application by the deadline for your graduation semester:

Fall: August 1
Summer: March 1
Spring: January 1

## Have more questions about Graduation and/or Commencement? Contact Academic Records!

Email: arecords@moody.edu Phone: 312-329-4469