

# Checklist for Graduation



- Meet with [academic advisor](#) to complete final review of degree audit
- Apply for [graduation](#) – pay attention to deadlines!
  - Spring graduation – January 15 deadline
  - Summer graduation – March 15 deadline
  - Fall graduation – August 15 deadline
- December graduates only – Contact [housing](#) for Contract Release Request if you live on campus
- [Apply](#) to graduate school and/or professional school, if necessary
- Purchase cap, gown, and graduation announcements at the RiverHawk Shoppe (made available during and after each semester’s Grad Fair)
- At least a few weeks before graduation Purchase cap and gown in the store/via phone and order graduation invitations from the [NSU Bookstore](#)
- Visit the Registrar’s website for [commencement](#) information and guidelines
- Update [Handshake](#) account and set up job alerts
- Update resume and have it reviewed by a [career counselor](#)
- Print copies of resume on resume paper (available through Career Services)
- Request business cards through [Career Services website](#)
- Make an [appointment](#) with a career counselor to gather information about cover letters, interview prep, and job search skills
- Purchase padfolio from Career Services for interviews
- Gather [and contact](#) references
  - Request letters of recommendation if needed
- [Schedule](#) a mock interview with a Career Counselor to refine interviewing skills and receive feedback on professional attire
- Start to build your professional wardrobe for interviews and jobs
  - Visit [Rowdy’s Resource Room](#) on the Tahlequah campus

- Check your degree audit or unofficial transcript in the weeks following commencement. Once your degree has been conferred, request official transcripts through the [Office of the Registrar](#)
- Check out upcoming Career Services [events](#) to attend
  - Career Fairs, Etiquette Dinner, Workshops, etc.
  - On-campus interviews
- Update [LinkedIn](#), expand connections, and set up [job alerts](#)
- Clean up [Social Media](#)
- Complete [Outcomes Survey](#) from Career Services
- Complete loan exit counseling if you received [financial aid](#)
- Create new e-mail address
  - Save important past emails in a personal folder and forward NSU email to new email address
- Compile and save significant works, projects, and documents in the free e-portfolio feature in [Optimal Resume](#) accessed via Career Services website
- Update e-mail on [Chalk & Wire account](#) or download all documents
- Write thank-you notes to individuals who have assisted you throughout your college experience
- Participate in the coin tradition! Give your coin you received freshmen year to someone who has impacted you throughout college
- Join the [NSU Alumni Association](#)
- Bookmark NSU Career Services [website](#) – you are able to use Career Services as an Alumni at no additional cost!

**Remember, you have access to NSU Career Services even after your graduate!**

careerservices@nsuok.edu

**Tahlequah Campus:**

CASE Building  
701 N. Grand Ave.  
Tahlequah, OK 74464  
(918) 444-3110

**Broken Arrow Campus:**

Administrative Services Building  
3100 E. New Orleans  
Broken Arrow, OK 74014  
(918) 449-6168

