

JUNIOR CLEARANCE FOR GRADUATION

If you are graduating in the 2010-2011 academic year, you must complete the Junior Clearance process before registration in April.

MARCH 1st through APRIL 2nd
MONDAY / WEDNESDAY - 4PM TO 5PM
TUESDAY / THURSDAY / FRIDAY - 3PM TO 5PM
GARLAND HALL 143 (CONFERENCE ROOM)

**Failure to complete Junior Clearance by April 2nd
will prevent registration with Junior class on April 12.**

If you are not graduating in May 2011, you must contact the KSAS Advising Office to release your Pre-Graduation Alert.

TO COMPLETE YOUR JUNIOR CLEARANCE, FOLLOW THESE STEPS.

You will be eligible for a gift if you complete these steps early.

1. **CONFIRM YOUR NAME.** Check your records in ISIS to confirm your name is exactly as you want it to appear on your diploma. If not, submit any changes to the Registrar's Office. Changes will require official documentation of your legal name. NOTE: Most students use their full legal name.
2. **CONFIRM ALL MAJORS AND MINORS ARE DECLARED.** Check your program of study in ISIS, under Registration, to confirm you have officially declared your majors and minors.

If any major/minor is undeclared, you must complete a declaration form. Forms are available in Academic Advising or the Registrar's office. Submit the completed and signed forms to the Registrar's office.

3. **COMPLETE CHECKLISTS FOR EACH MAJOR AND MINOR.** Use your unofficial transcript to transcribe proper course numbers, names and area designators for distribution requirements. Writing intensive courses are indicated by an asterisk (*) on your transcript. Your unofficial transcript is available online in ISIS, Registration → My Grades → Unofficial Transcript. Checklists can be printed from:
<http://www.advising.jhu.edu/checklists.html>

The faculty advisor must indicate approval of all waivers, substitutions, and exceptions on the checklist.

Make appointments early with your faculty advisors for each major and minor. Review checklists and obtain signed faculty approval. (See step #7).

International Studies majors, Political Science majors: Meet with your undergraduate advising coordinators, not with your faculty advisors.

Public Health majors: Meet with your major advisors to update your Public Health checklist. If you have any 2nd majors or minors, you must meet with your faculty advisor within that department to obtain signed approval and submit the checklist to the advising office. Your public health advisor will NOT accept any other checklist. If Public Health is your 2nd major, submit that checklist at Junior Clearance, after meeting with your primary major advisor.

Engineering majors/minors: Checklists are not required.

Entrepreneurship and Management minor: Checklist not required.

4. **VERIFY LANGUAGE WAIVERS.** Waiver of a language requirement must be documented on the transcript. Visit the Language Lab in Krieger immediately to arrange waiver exams.
5. **COMPLETE YOUR ONLINE GRADUATION APPLICATION AND PRINT A COPY.** Once all information has been updated and is correct in ISIS, you may access your graduation application. Log into ISIS and go to Registration → Program of Study Info → Graduation and then click "**Apply to Graduate.**" Complete the application and print a copy to submit with your checklists during Junior Clearance.
6. **SUBMIT ALL KSAS MATERIALS FOR JUNIOR CLEARANCE,** including a printed copy of your graduation application and ALL major and minor checklists (with the exception of the Public Health checklist if it is your 1st major). All materials must be submitted at the same time.

After all required materials are received, the pre-graduation alert on your account will be removed. To register with the Junior class on April 12th, you must address all other alerts on your account.

7. **APPLY EARLY!** If you submit your materials by March 12, you will be eligible for a raffle for a \$100 gift card to the restaurant Fogo de Chao.