

UNIVERSITY OF NORTH TEXAS™

Robert B. Toulouse School of Graduate Studies

Now What?

Once you have submitted your document for graduation, there are three separate and distinct individuals/entities that initiate contact with students, to either notify when problems arise **OR** confirm receipt of graduation materials.

1. Filing envelopes are first given to the Graduation Coordinator, Karen Goss, for processing. She checks to see whether all required documents have been submitted, and performs the degree audit. If everything is fine, she will give the filing envelope to the Graduate Reader – *no contact is initiated*. If materials are missing or there degree audit issues, then letters are mailed out **to the address on the graduation application**, for students whose packets were processed, describing the problem. If you don't receive anything, ***NO NEWS IS GOOD NEWS***.

2. The first thing the Graduate Reader, Jill Kleister, does when she receives the filing envelope from Karen Goss is save the files from the submitted media to the file server. She (***or her representative***) then sends an email to the student to (a) verify that the student's email address is correct and (b) confirm that all files have been successfully saved to and opened from their new location. You will be asked to reply to this first email immediately. ***ALL STUDENTS SUBMITTING THESES OR DISSERTATIONS RECEIVE AN INTRO EMAIL. The Reader's email is jkleister@unt.edu (representative will also be [name]@unt.edu domain) – do whatever you need to do so these emails do not get diverted to your spam folder!!!***

3. About 3 weeks prior to commencement, the Graduation Coordinator sends the approved graduation packets to the Registrar. The Registrar and/or Grad School will send a confirmation letter and commencement packet **to the address on record through my.unt.edu (it is students' responsibility to keep that accurate and up to date)**.

All three contact points are working as quickly as they can, to process files and get necessary letters/emails out – however, if you have waited until close to the deadline, then you will be 1 out of 50-80 students (depending on the semester) ***ALSO*** submitting their documents in the same week! And this is only for students who are submitting documents – there are a whole bunch more applying for graduation (both undergrad and grad) who aren't required to submit a paper!

We realize that graduation is important – it is the goal for which you have suffered and sacrificed, and you are so close you can taste it! – but you must realize that you are one of hundreds of students graduating in a given semester, and it takes some time to get that all processed and taken care of.

PLEASE BE PATIENT. DO NOT MAKE "JUST CHECKING" CALLS, BECAUSE IT JUST SLOWS EVERYTHING DOWN!!!

January 1, 2008