Information about Graduation

INDIANA UNIVERSITY DEPARTMENT OF INFORMATION AND LIBRARY SCIENCE

BEFORE Graduation:

- **Complete the Graduation Application and give it to the ILS Recorder.** Watch the listserv for deadlines to have your name in the commencement program. Students in joint degree programs have to apply both to ILS and to their other school or department to graduate. ILS doctoral students have additional forms.

- **Confirm You Are Ready to Graduate:** The ILS Recorder will do a degree check after you turn in your graduation application. He will contact you once the degree audit has been completed. Feel free to check back with the ILS Office to confirm that you have met the graduation requirements. Additionally students can review the graduation requirements on the ILS website here: [http://www.ils.indiana.edu/degrees.html](http://www.ils.indiana.edu/degrees.html) A final transcript for your bachelor's degree must be in your ILS file. You should also check to be sure that any incompletes taken while at ILS have now been changed to grades.

- **Diploma - Name and Address Issues:** If your name in One (one.iu.edu) is not written as you want it to read on your diploma, you need to contact the Registrar's Office. Also, check that your address is correct. Diplomas are mailed to the “Student Home” (not “Home”) listed with the Registrar about four months after final grades are recorded. Students can check their addresses by going to the “Student Center” in One.

- **Review ceremony details on the IU Commencement website.** The ceremony is an elegant event. There is lots of room for friends and family. No tickets are required.
  
  - Do not forget to order your [Cap, Gown, and Hood](http://www.ils.indiana.edu/degrees.html). They also have Graduation Announcements and Diploma frames available for purchase on the IU Commencement website and through the IU Bookstore.
  
  - Wheelchair or Seating Concerns for the Graduation Ceremony? Check the IU Commencement website.
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AFTER Graduation:

- **Transcript:** Transcripts will reflect your degree within four weeks of the last class. You can pre-pay with the Registrar to have a final transcript sent once your degree is certified.

- **Post your Job Success on our website.**

- **ILS Computer Files:** Be sure to back up any of your ILS or IU files.

- **Unsubscribe from ILS-L and ILS-Students-L.**

- **ILS News Stories:** Alumni stories help new students think about ILS careers. We invite you to send us your news at [ILS News Form](#).

- **Join the IU Alumni Association.**

- **Library Journal Annual Survey:** You will be mailed information inviting you to participate in this web-based survey. Results are posted each year in the October issue of Library Journal. The survey helps to track national placement trends in library and information science.

- **Submit Class Notes (and address updates) - for the Alumni Magazine, and for the IU Alumni Association records.**

- **Help recruit the next class of ILS students:**
  - Encourage prospective students to think about an ILS degree.
  - Add a link to the ILS website from your own homepage.