



6 Steps to Graduating *for ChattState Credit Students*

CHECK THESE FIRST in TigerTracks

- Is your Degree/Program name accurate?
- Do you have 1-2 semester(s) to complete remaining courses or are you enrolled in your final courses?
- Is your GPA a 2.0 or above?
- Have you met the Residency Requirement?

If degree is not accurate, submit a Change of Major form through TigerWeb, under Resources prior to your final semester. Meet with advisor to review any concerns.

1

***Submit Intent to Graduate Form**

Complete the form through TigerWeb-Student Forms for the term you intend on completing all requirements. Meet with your advisor who will e-sign the form. This will initiate the graduation process, invitation to participate in commencement ceremony and to have your diploma printed.

2

Order Cap & Gown

Commencement regalia is provided by ChattState. Link to order form sent via email 3 months prior to commencement ceremony. Summer credit graduates are invited to participate (walk) in May Ceremony.

3

***Complete Online Exit Exam/Placement Survey & Exit Counseling**

- ▶ Links from respective offices sent via email.
- ▶ Exit exam & Placement Survey, Institutional Research & Career Service—critical thinking test required by state and career placement information
- ▶ Exit counseling, Financial Aid—completed by all students who have loans

4

Attend Grad Finale

Get career insights. Pick up your cap, gown, and tickets for your guests to attend the ceremony.

5

Attend Graduation

Each guest must have a ticket. Specific ceremony times and programs will be announced via email one month prior to Graduation.

6

Transcript & Diploma *Pass all your classes!

- ▶ **Mailing Address:** Verify through TigerWeb Self-Service before the last day of the semester. If changes are needed, submit Personal Information form through TigerWeb under Student Forms.
- ▶ **Transcript:** Degrees are reviewed and awarded after grades are posted. This typically takes about 4–6 weeks. Once awarded, student will receive an email from notify@ngwebsolutions.com with details on ordering transcript.
- ▶ **Diploma mailing:** 6–8 weeks after graduation

****The starred steps are mandatory for all graduates regardless of Graduation Ceremony participation.***

graduation@chattanoogaastate.edu
chattanoogaastate.edu/graduation-information

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