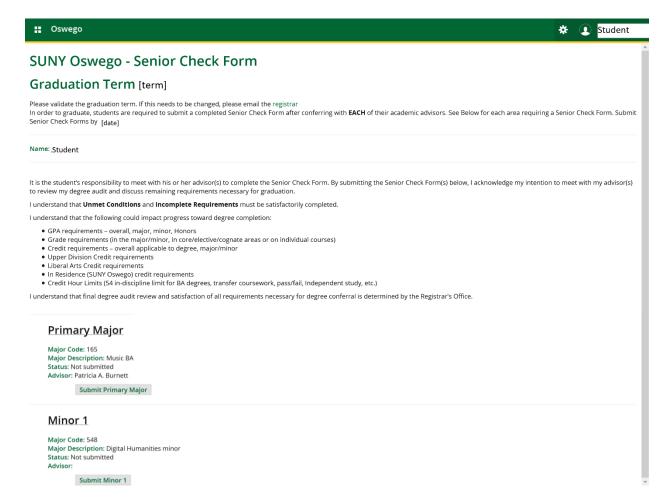
Senior Check Forms

Students who have Applied for Graduation are prompted to submit Senior Check Forms in Degree Works:

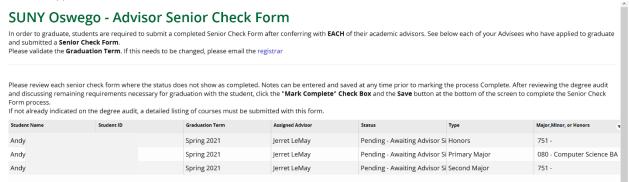


The link presents them with Senior Check Form content. On this page, they acknowledge SCF statements and submit. If already submitted, the page will display the status of each SCF (pending, complete).

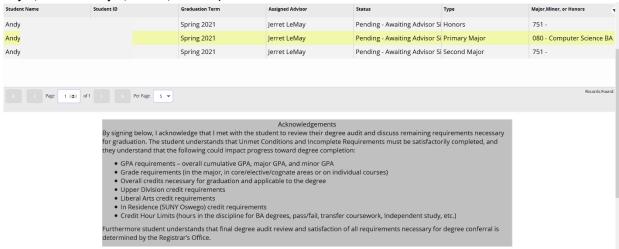


Senior Check Forms

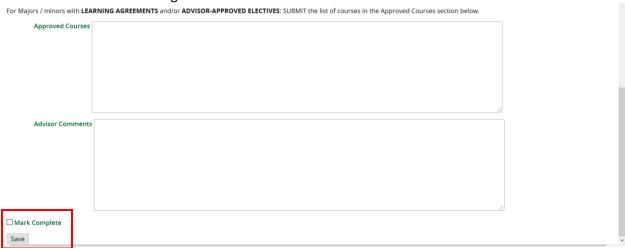
When submitted, the responsible Advisor is notified via email, which includes a link to the Advisor Senior Check Form page. Advising coordinators can see the status of all SCFs under their purview. Individual advisors see their assigned SCFs. You can sort on any of the available fields (Graduation Term, Status, Type, Name, etc.).



Clicking on a record highlights it and displays the appropriate content depending on the type (Primary Major, Second Major, Minor, Honors).



For majors / minors that require Learning Agreements and/or Advisor-Approved Electives – list the courses here before finalizing. Additional Comments can also be entered.



When finalizing a Senior Check Form, check the **Mark Complete** box and click **Save**.

Senior Check Forms

When the SCF is Complete and Saved, Registrar staff will update Degree Works with any Learning Agreement or Advisor-Approved Electives and log the completion. The Degree Works requirement will then display as complete.

