

# Attention Political Science Seniors

**Deborah Schildkraut (PS CHAIR) is available to sign Major Checklists during her office hours: **Wednesdays 1:30- 3PM****

If you cannot meet with Professor Schildkraut, you may also leave your major checklist in her door box (Room 210) to be signed in an unsealed envelope with your full name on it & check back to pick it up.

**REMEMBER:** Your advisor must have already signed the major checklist before you can submit it to Professor Schildkraut

Dowling asks that students personally submit a completed graduation packet directly to their offices in Student Services, which will allow them to give students a receipt indicating that the completed graduation packet has been received. It will also enable Student Services to better identify and resolve any issues before the start of spring classes. Signed major checklists will be available to students for pickup in the PoliSci Department, in Professor Schildkraut's door box, after being signed.

**\* Note that all students must get Professor Schildkraut their major checklist NO LATER than **Wednesday, November 29<sup>th</sup>** to guarantee it will be ready for pick up by December 1st**

*The following are some helpful reminders about the process:*

- **Graduation packets are due to Student Services in Dowling Hall by **5pm on Friday, December 1st** for May or August 2018 candidates.**
- **A complete graduation packet includes a printed, unsigned Advisement Report, all signed Major Checklist(s) and all signed Minor Checklist(s)**
- The Advisement Report is only used to verify foundation and distribution requirements. Though the Advisement Report contains information on major requirements, this is intended to be used as an advising tool only. Major requirements are certified based on the Major Checklist provided by each department.
- Course reservation forms for students reserving courses towards graduate school are due with degree sheets and are available at: <http://students.tufts.edu/registrar/student-forms>

Please confirm that you have written out all course numbers, titles, and grades, and that all checklists are signed. Department signatures certify that the courses listed meet all of the requirements for completion of the program. If students change their plans of study leading into their final semester, Students Services may reach out to verify that planned changes still satisfy program requirements.