

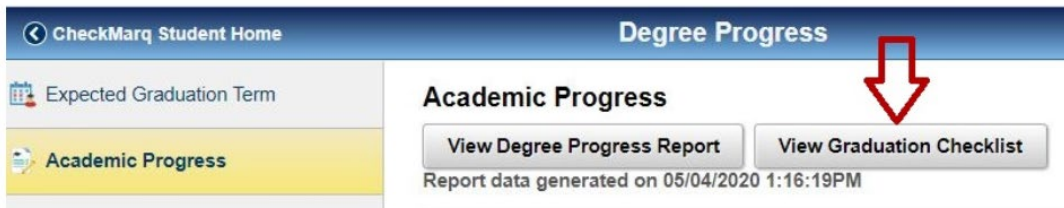
College of Business Administration

QUICK REFERENCE SHEET: How to find and print your Graduation Checklist

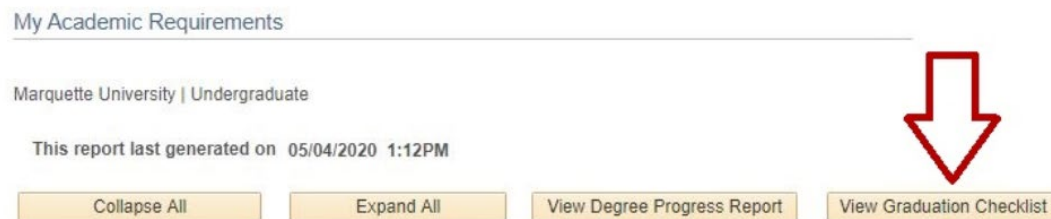
1. Log into CheckMarq, and on the main screen, click “Degree Progress”
2. Within “Degree Progress” click on either “Academic Progress” or “My Academic Requirements” and in either option click “**View Graduation Checklist**”



- Degree Progress tile > Academic Progress > View Graduation Checklist button.



- Degree Progress tile > My Academic Requirements > View Graduation Checklist button.



Once open in a new screen, you can print your graduation checklist. It should be three to four pages long.

3. When using Apple products to view, you may have trouble opening the Graduation Checklist PDF. Recommendations for opening the document include: allow pop-ups, clear your cache, log into CheckMarq through a different browser, or opening and printing from a PC.
4. BRING YOUR GRADUATION CHECKLIST TO ANY ADVISING MEETING

NOTE: Any inaccuracies, errors, discrepancies, etc. in your report, please visit the Dean’s Office, DS101