



## Completing Your Degree in Fall 2017

<b>ASAP</b>	Visit the Laney Graduate School <a href="#">Degree Completion page</a> . <ul style="list-style-type: none"> <li>◆ Read “Master’s Completion Form” or “PhD Completion Form” – both found under Forms</li> <li>◆ Read “Submitting your Thesis or Dissertation” – found under Instructions</li> </ul>
<b>Very Soon</b>	Make sure you have fulfilled all program and Laney Graduate School requirements.
<b>Soon</b>	Make sure you have paid all applicable fees.
<b>September 8</b>	Submit your Application for Degree <ul style="list-style-type: none"> <li>◆ This is a university-wide deadline set by the Registrar, and a Registrar form. Submit the completed paper form to the Laney Graduate School. You can also submit online, in OPUS, if your record indicates that this semester is your anticipated semester of graduation. (<b>Questions?</b> Contact Tamika Hairston-Miles, <a href="mailto:tamika.hairston@emory.edu">tamika.hairston@emory.edu</a>.)</li> <li>◆ If you submitted this a previous semester but did not complete, you need to submit it again.</li> </ul>
<b>If you haven’t already...</b>	... then it’s high time you attend a session on dissertations, copyright and intellectual property issues. Sessions will be included on the LGS calendar, and a video is available on Blackboard (log in, go to Organizations, then Libraries, and join the Copyright Education Initiative).
<b>Dates coming soon...</b>	Attend an information session to learn about submitting your thesis or dissertation. These sessions cover formatting and other requirements, both for the manuscript and for the electronic file; decisions you’ll need to make regarding access; and the process of producing and submitting the paper copy for review and the electronic copy for the repository. <i>For more information – and to check dates and locations – visit the Electronic Theses and Dissertations repository at <a href="https://etd.library.emory.edu">https://etd.library.emory.edu</a>.</i>
<b>In November and early December</b>	Attend an ETD submission workshop. These are hands-on help sessions where library staff will help you prepare and upload files. <i>For more information – and to check dates and locations – visit the Electronic Theses and Dissertations repository at <a href="https://etd.library.emory.edu">https://etd.library.emory.edu</a>.</i>
<b>November 10</b>	Submit your thesis or dissertation <ul style="list-style-type: none"> <li>◆ Detailed instructions are on the <a href="#">Degree Completion page</a>.</li> <li>◆ This is a Laney Graduate School deadline. Your thesis or dissertation will be reviewed by the Dean who must approve it before you can receive your degree.</li> </ul>
<b>May 14, 2018</b>	Rejoice at Commencement! We hope so see you there!
<b>Help!</b>	At the Laney Graduate School: Renee Webb, <a href="mailto:renee.webb@emory.edu">renee.webb@emory.edu</a> With ETD issues: <a href="mailto:etd-help@iistserv.cc.emory.edu">etd-help@iistserv.cc.emory.edu</a>

**Caveat:** This is a quick overview of what you need to do. Always check with your program to make sure you complete all requirements, and always verify dates posted on the appropriate calendars and websites.