**12-HOUR CHECK LIST FOR GRADUATE STUDENTS**

Log in to your personal information in *Campus Connect* on SAU’s website [www.saumag.edu](http://www.saumag.edu):

* **Review your demographic data**.
	+ If anything needs changing, email the Registrar’s Office as instructed on your demographic data page*.*
		- * **Review the major and advisor listed**.
* If changes are needed, emailgradstudies@saumag.edu.
* **Check your degree plan** under “Registration” then “Degree Audit” to insure the information listed is correct.
* After reviewing your audit, go to “Forms” on the Graduate Studies website [www.gradstudies.southernarkansasuniversity.info/](http://www.gradstudies.southernarkansasuniversity.info/), **complete the on-line *Degree Audit* form** and hit **submit**. If your advisor has submitted any *Course Substitution forms* and you do not see them listed or you see any other changes that need to be made, please list under “Comments.” Notification will be sent to the Graduate Studies office and your advisor that you have reviewed your information and any discrepancies will be corrected.
* **Note:** **Your account has been placed on hold in the Graduate Studies office until your degree audit form is received.**

If you have any other questions, please email gradstudies@saumag.edu.