

END OF YEAR CHECKLIST FOR MLA STUDENTS

Updated 4/2022

Things to do at the END of the Academic Year

- **Update your current and permanent addresses including email.** Make changes through MyUW.
- **Pay all Library fines and bills.** If not paid, a hold will be placed on your registration and transcript. <https://www.lib.washington.edu/services/borrow/fines>
- **Pay all Hall Health fines and bills.** If not paid, a hold will be placed on your registration and transcript. <https://wellbeing.uw.edu/hall-health-billing/>
- **Save/Archive your work.** Be sure you have saved all work stored on UW computers.
- **Photograph all models.** Use the Photo Lab to take photos of your models for your records.
- **Review your Degree Audit / Degree Checklist.**

FOR MLA (SINGLE DEGREE) STUDENTS. Conduct a Degree Audit Review through the Degree Audit Review System (DARS) via MyGrad. Review your audit for outstanding degree requirements. Contact Julie P. if you have questions.

FOR STUDENTS EARNING A MLA + GRADUATE CERTIFICATE. Review your Degree Checklist to confirm outstanding degree requirements. Due to enrollment in multiple programs, your degree audit will happen by paper rather than in the DARS program. Contact Julie P. if you have questions.

FOR CONCURRENT DEGREE STUDENTS. Review your Degree Checklist to confirm outstanding degree requirements. Due to enrollment in multiple programs, your degree audit will happen by paper rather than in the DARS program. Contact Julie P. if you have questions.

- **Grades + Grade Changes.** Review your transcript (MyGrad) to confirm any grade changes from past quarters have been submitted by faculty. Contact the instructor to remind them if needed. If you have an outstanding grade from a course taught by a Lecturer, please contact Julie P.
- **Extraordinary Circumstances Quarters.** Students may change the grading mode from numeric to S/NS for courses taken during ECQ's. S/NS does not impact your GPA. See the [MLA Program Guide](#) p 50.
- **Clean out your items in Gould Hall and your Student File.** If you still have items in Gould Hall, contact Vanessa to arrange to retrieve them.
- **Access to the Digital Commons and Gould Hall over the Summer Quarter.** After spring quarter ends, you will only have access to the Digital Commons and Gould Hall during regular business hours. You will have access to the CBE computers as long as your UW netid works.
- **Summer Internships.** All students doing a summer internship should review the LARCH 476/601 Internship form - <http://larch.be.uw.edu/student-resources/> under "Department Forms and Petitions". Students may earn credit for summer internships in autumn quarter, so you are not required to pay tuition in the summer. However, internship credits are counted in your 18 credits for autumn quarter. Even if you are not receiving credit for your internship, please provide information about the internship to the Department. This information is used for accreditation and other reports.
- **Curricular Practical Training (CPT) FOR INTERNATIONAL STUDENTS ONLY.**

Continuing international students who plan to do a summer internship in the US, must apply for CPT. See the ISS website for all requirements. - <https://iss.washington.edu/employment/>

List JoAnne Edwards as your supervisor on the CPT form. Email JoAnne the name and address of the firm/agency and your immediate supervisor's name so she can complete the CPT form.

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