## **College of Business Administration**

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

- Log into CheckMarq, and on the main screen, click "Degree Progress"
- 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.

CheckMarq Student Home	Degree Progress		
Expected Graduation Term	Academic Progress		
Academic Progress	View Degree Progress Report	View Graduation Checklist	
	Report data generated on 05/04/2020 1:16:19PM		

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

My Academic Requirements	5		
Marquette University   Undergradu	uate 05/04/2020 1:12PM		$\hat{\Omega}$
Collapse All	Expand All	View Degree Progress Report	View Graduation Checklist

## 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