



Every Undergraduate student must submit a completed Senior Audit form before being considered for graduation. Failure to pass in a Senior Audit will exclude you from the graduation list. Senior Audits are due on **March 31st**, the calendar year before you plan to earn your degree.

### **What is a Senior Audit?**

This form is extremely important to start the process of auditing your account to make sure you have met all of the All-College requirements for graduation. If you don't submit a Senior Audit, your account will not be audited for graduation, and you will not be included on the graduation list.

### **How do I fill out a Senior Audit?**

It's much easier than you think! The Senior Audit form mirrors Degree Audit on AARC, listed under the Student Menu.

1. Log into AARC through [connection.simmons.edu](http://connection.simmons.edu)
2. Under the "Student Menu," click "Degree Audit" (12th option down from the top)
3. Using the information there, you will be able to fill in your Senior Audit

- *How many credits do I have?*
  - You can find this on your unofficial transcript on AARC.
- *I transferred in some of these requirements!*
  - You can simply write "through transfer credit" in those fields.
- *I have questions about my original transfer credit evaluation!*
  - Send them to [transfercredit@simmons.edu](mailto:transfercredit@simmons.edu).
- *I don't know what to write in some areas?*
  - We're here to help! You can always stop by the office, call, or email us.

### **How do I submit a Senior Audit?**

You will need to sign your Audit, and obtain your Advisor's signature before submission.

- *What if my Advisor is on sabbatical or away from campus?*
  - Your Department Chairperson can sign your Senior Audit on behalf of your advisor!

Submit your completed Senior Audit to the Office of the Registrar in person, by email, mail, or fax, by March 31st the calendar year before you wish to earn your degree.

### **Important Reminders**

Check "View my Profile" on AARC to make sure your major(s) and minor(s) are declared and appear as you would like.

- *What if they are not?*
  - Submit a Declaration of Major and/or Minor form with your Senior Audit. We can't audit your account if your major(s)/minor(s) are not declared.

Every student must fulfill the Senior Financial Empowerment requirement. This is a graduation requirement.

- *How do I fulfill this requirement?*
  - Initial the box on your Senior Audit indicating you are aware that you must complete the online SALT modules.
  - Create an account at [www.saltmoney.org](http://www.saltmoney.org) and complete the (a) Pre-Lesson Survey, (b) Lesson, and (c) Exam for the following modules: 1. Fundamentals, 2. Employment, 3. Savings & Investing, 4. Risk Management, and 5. Taxes
  - Email all 5 "Course Certificates" together from your Simmons email to [commencement@simmons.edu](mailto:commencement@simmons.edu)