



September 2024

## Graduating Grad Student Checklist

1. Once you have successfully defended make any corrections to your thesis and upload the thesis to the atrium:  
<https://guides.lib.uoguelph.ca/atrium#:~:text=All%20users%20with%20a%20University,and%20inclusion%20in%20the%20Atrium>
2. Clear out your graduate desk (if you have one) and let Jake ([harwood@uoguelph.ca](mailto:harwood@uoguelph.ca)) know that it is now empty.
3. Return your keys to Jake ([harwood@uoguelph.ca](mailto:harwood@uoguelph.ca)). If possible give him a heads up so he can have the paperwork ready to go.

Task	Description	Completion Date
1.	Thesis uploaded to Atrium	
2.	Desk cleared out	
3.	Returned keys	