

Undergraduate Student Application for Graduation
Office of the Registrar



Student Section

Please **PRINT** your name exactly as you wish for it to appear on your diploma:

(First) (Middle) (Last)

Student ID Number: _____ Phone #: _____

Email Address _____

Street Address _____

City _____ State _____ Zip _____

Degree ☐ AA ☐ BA ☐ BS ☐ BSN **Major** _____

Minor _____ **Concentration** _____

I am applying to graduate for the following semester: ☐ Summer 20____ ☐ Fall 20____ ☐ Spring 20____

Participation: ☐ I plan to participate in the **Summer/Fall** ceremony.

☐ I plan to participate in the **Spring** ceremony.

☐ I am unable to participate.

☐ I understand that I must meet all degree requirements to graduate & participate in commencement events.

☐ I understand that my diploma and transcript will not be released until I meet all financial obligations.

Student's Signature

Date

Payment Section

☐ Students receiving degrees are invited and expected to participate in the commencement exercises. A fee of \$110.00 is required for expenses regardless of participation for Undergraduate degree candidates. Graduates will need to **order and pay for their cap and gown separately**. An email with instructions and the link will be sent out in approximately two weeks after the application deadline.

☐ I verify that the student has paid the graduation fee. _____

Cashier's Office Representative's Signature **Date**

Advisor Section

List all in-progress courses, any outstanding service learning hours, and other pending requirements:

Service Learning Hours Completed: _____

☐ I verify that I have attached the student's degree audit worksheet

☐ I verify that any substitution and/or waiver forms are on file in the Registrar's Office or are attached here.

☐ I verify that the student meets all conditions for graduation, pending completion of above requirements.

Advisor's Signature

Date

Revision: 03/22/2023