

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 \$115.00 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: 07/10/2024