

MUST BE PRINTED IN INK:

_____/_____/_____
 Last First Middle Social Security Number

Print name as it should appear on degree or certificate:

_____/_____/_____
 First name Middle name Last name

Mark one: <input type="checkbox"/> I will <input type="checkbox"/> I will not participate in commencement	Indicate exact mailing address to where diploma is to be mailed Address: _____ City/St/Zip: _____ Phone: _____
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I AM APPLYING FOR:

Graduation Date: <i>(check one and fill in the year)</i>	REGISTRAR=S OFFICE ONLY
<input type="checkbox"/> May _____ <input type="checkbox"/> August _____ (May commencement) <input type="checkbox"/> August _____ <input type="checkbox"/> December _____	Appl taken by:
Check all that apply & write major listed on degree audit(s) in appropriate space(s) below: DIPLOMA FEE	GPA Check:
<input type="checkbox"/> Associate of Arts Degree in: \$35 fee	Restrictions Check:
<input type="checkbox"/> Associate of Arts-Teaching Degree in: \$35 fee	Transcript Check:
<input type="checkbox"/> Associate of Science Degree in: \$35 fee	Req Completed:
<input type="checkbox"/> Associate of Applied Science in: \$35 fee	Hrs. Residency:
<input type="checkbox"/> Certificate in: \$35 fee	Honors GPA:
<input type="checkbox"/> I am currently taking courses at another institution that apply toward this degree/certificate. I understand I must have official transcripts on file. The institution and courses are listed below: 1. Institution _____ Course _____ 2. Institution _____ Course _____ 3. Institution _____ Course _____	Action: _____ Appr _____ Denied Reason: _____ Date posted: _____ Diploma Mailed _____ By: _____

INSTRUCTIONS FOR STUDENT:

1. The deadline to pay the diploma fee at the Business Office and submit this form to the Enrollment Services Center (ESC) is:

Graduation Deadlines: These deadlines are approximate, check the academic calendar for exact dates published.	Form to Registrar=s Office	Order Cap & Gown from Bookstore	BUSINESS OFFICE USE ONLY
December Graduation	October 1 st .	Not Applicable	Amount Paid:
May Graduation Commencement	March 1 st .	March 1 st .	Receipt No:
August Graduation for May Commencement	March 1 st .	March 1 st .	Cashier:
August Graduation	June 10	Not Applicable	Date:

2. Applicants are responsible to check that all requirements for graduation are met or are in progress. Students who fail to qualify for graduation must reapply and pay new diploma fee when all requirements are met.
3. All current semester course requirements must be completed prior to the Degree/Certificate award date, with the exception of the Fall and Spring Mini 3 terms.
4. Diplomas will be mailed one month after the end of the graduation semester, except December which will be mailed six weeks after the end of the Fall semester.
5. I have read and understand the above requirements.

 Applicant=s Signature Date