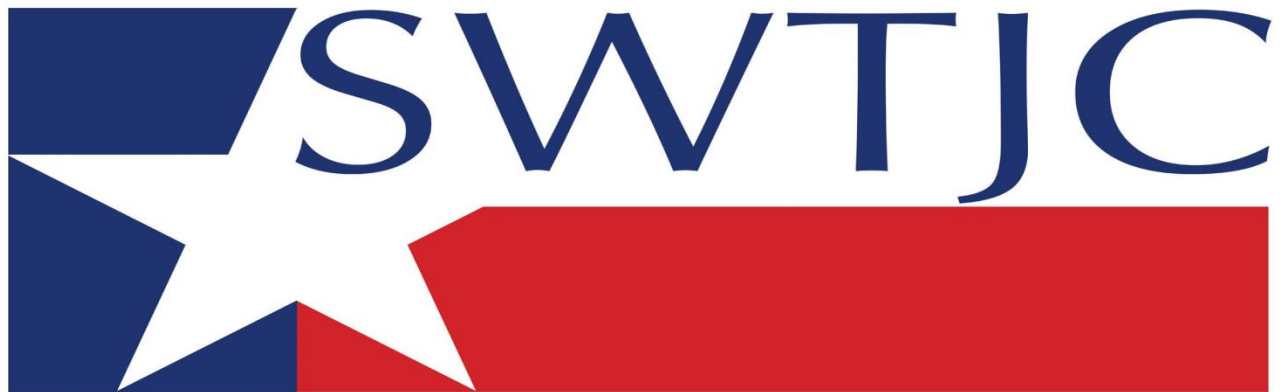# Southwest Texas Junior College

Application for Graduation

Uvalde ▮ Del Rio ▮ Eagle Pass ▮ Crystal City ▮ Pearsall

SWTJC

Southwest Texas Junior College

_____FALL   _____Spring   _____Summer   **United States Veteran**

APPLICATION FOR GRADUATION

Please **COMPLETE** and **RETURN** to the **Office of the Registrar** on or before posted deadline.

_____   _____
Social Security # or PID#   Full Name (Last, First, Middle) (as it appears in our records)

_____   _____   _____ _____
Phone No.   Alternate Phone No.   Email Address

_____   _____   _____
Street Address   City & State   Zip Code

Please Print your name EXACTLY as it will appear on your diploma (Name, order, capitalization and accents must be clear)
(*Please note that the name announced in the* **Graduation Ceremony** *will be that which is on file with Enrollment & Registration Service Center*)

PLEASE SPECIFY DEGREE/CERTIFICATE: (Degree/Certificate specified below will serve as your official declaration of major if different from what the Admissions Center has on record)

Check one: Associate of Arts   Associate of Science   Associate in Applied Science   Certificate (1 yr)

Certificate (2 yr)

Major 1: _____   **Major 2:** _____   **Major 3:** _____

1. **REQUIRED**: Review program requirements with a Counselor/Advisor to ensure that all requirements for graduation are met or are in progress **BEFORE** you submit this application to the Registrar's Office. The Counselor/Advisor must sign this application indicating that the program evaluation was reviewed.
2. All current semester course requirements must be completed prior to the Degree/Certificate award date. Students who fail to qualify for graduation for the term specified on this application must reapply and pay a new application fee when all requirements are met.
3. Pay fee at Business Office. **The fee is $13.00 for each diploma plus $9.50 for padded cover.**
4. Submit the application and the program evaluation to the Registrar's Office. For published deadline and fees, see SWTJC webpage: Quick Links Apply for Graduation Deadlines.
5. Cap & gown must be ordered separately from the College book store and Phi Theta Kappa stoles must be ordered with PTK Sponsor.
6. Diplomas will be mailed to the mailing **address on file** one month after the end of the Summer and Fall graduation semester. Please ensure that your mailing address is correct in WebAdvisor and update the address if necessary on the online form. Pick up of diploma is allowed with notification.
7. There is only one commencement ceremony in May. Graduates from the previous Fall and upcoming Summer semesters may participate.
8. I have read and understand the above requirements.

_____   _____
Applicant's Signature   **Date**

Will you be participating in May ceremony?   Yes   No

_____

Catalog Year:_____   Honors: _____   Required Courses
TSI met:_____   PTK/HP _____
Grad Stat:_____   Student Stat Notify _____
Sub Req'd:_____ Sub Rec'd:_____
Core Complete:_____ _____
15 HR Residency Met:_____
2.0 GPA Satisfied: _____   Evaluated by _____