☐ **FALL** ☐ **SPRING** ☐ **SUMMER** ☐ **United States Veteran**

APPLICATION FOR GRADUATION

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

Student ID# **First** **Middle** **Last**

(Name in our system is what will be used on diploma. If your name is incorrect, you must correct it with the Admissions Office.)

Phone No. **Alternate Phone No.** **Email Address**

Mailing Address **City & State** **Zip Code**

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

CHECK: ☐ Associates of Arts ☐ Associates of Science ☐ Associates of Applied Science
☐ Certificate (1 year) ☐ Certificate (2 year)

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 the fee at the Business Office. **The fee is $20.00 for each diploma PLUS $9.50 for a padded diploma cover.**
4. Submit the application and the program evaluation to the Registrar's Office. For published deadline and fees, see SWTJC webpage.
5. Cap & gown must be ordered separately from the college bookstore and Phi Theta Kappa stoles must be ordered with the PTK Sponsor.
6. Diplomas will be mailed to the **address on file** 3 to 4 weeks after graduation date. Please ensure that your mailing address is correct in Web Advisor 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. Graduation from the previous Fall and upcoming Summer semesters may participate.
8. I have read and understand the following requirements.

Applicant's Signature **Date**

Will participate in May Commencement Ceremony? ☐ Yes ☐ No

Catalog Year:_____
TSI met:_____
Grad Stat:_____
Core Complete:_____
Sub Req'd:_____
15 HR Residency Met:_____
2.0 College Level GPA Satisfied:_____
TRANSFER ☐ **Yes** ☐ **No**

Honors: _____
PTK: _____
Student Stat Notify: _____
Evaluated By: _____

Business Office Use Only:
RECIEPT#: _____ Amt $_____
Diploma ____ Padded Diploma Cover ____

Required Courses

White Copy – Admissions/Registrar's Office Yellow Copy – Student Rev 1/23/2019