☐ **FALL**   ☐ **SPRING**   ☐ **SUMMER**   ☐ **UNITED STATES VETERAN**

☐ **DUAL CREDIT/EARLY COLLEGE: SCHOOL** _____

APPLICATION FOR GRADUATION

Please <u>COMPLETE</u> and <u>RETURN</u> the <u>Office of the Registrar</u> 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. **Add padded diploma cover?**   ☐ YES   ☐ NO
   The diploma fee is $20.00 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. There is a 10-year limit to the catalog year used for graduation.
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. All holds must be cleared prior to release of diploma and SWTJC Official transcript.
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:_____   Honors: _____   Required Courses

TSI met:_____   PTK: Student Stat_____

Grad Stat:_____   Notify: Evaluated _____

Core Complete:_____   By: _____

Sub Req'd:_____

15 HR Residency Met:_____   **Business Office Use Only:**

2.0 College Level GPA Satisfied:_____   RECIEPT#: _____ Amt $_____

TRANSFER   ☐ **Yes**   ☐ **No**   Diploma _____ Padded Diploma Cover _____