

FALL

SPRING

SUMMER

United States Veteran

APPLICATION FOR GRADUATION

Dual Credit/Early College

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:** _____

- 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.
- 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.
- 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.
- 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.
- Cap & gown must be ordered separately from the college bookstore and Phi Theta Kappa stoles must be ordered with the PTK Sponsor.
- 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.
- There is only one commencement ceremony in May. Graduation from the previous Fall and upcoming Summer semesters may participate.
- 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: _____

Grad Stat: _____

Student Stat Notify: _____

Core Complete: _____

Evaluated By: _____

Sub Req'd: _____

Business Office Use Only:

15 HR Residency Met: _____

RECIPT#: _____ Amt \$ _____

2.0 College Level GPA Satisfied: _____

Diploma _____ Padded Diploma Cover _____

TRANSFER Yes No