☐ FALL   ☐ SPRING   ☐ SUMMER   ☐ UNITED STATES VETERAN

☐ DUAL CREDIT/EARLY COLLEGE: SCHOOL _____

APPLICATION FOR GRADUATION

Please <u>COMPLETE</u> and <u>RETURN</u> to 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: ☐ Associate of Arts   ☐ Associate of Science   ☐ Associate of Applied Science

         ☐ Certificate (1 year)   ☐ Certificate (2 year)

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

1. **REQUIRED:** Review program requirements with a Success Coach to ensure that all requirements for graduation are met or are in progress **BEFORE** you submit this application to the Registrar's Office. The Success Coach 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 SWTX 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. **Commencement participants may only use regalia that is issued/approved by the institution.**
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 Self-Service. Address updates will be completed with any Admissions office location. All holds must be cleared prior to release of diploma and SWTX Official transcript.
7. There is a commencement ceremony in May and December (choose one below).
8. I have read and understand the following requirements.

_____   _____

Applicant's Signature   **Date**

Attend Commencement Ceremony? ☐ Yes ☐ No **Select One:** May   December

Catalog Year:_____   Honors: _____   Required Courses

TSI met:_____   PTK: _____

Grad Stat:_____   Notify: _____

Core Complete:_____   Evaluated By: _____

Sub Req'd:_____

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

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

TRANSFER   ☐ Yes   ☐ No   Diploma ____ Padded Diploma Cover ____