



Graduation 2010!

Attention Students: If You Plan to Graduate In 2010, Now Is The Time To Apply.

The Registrar's Office is now accepting applications for Fall 2009, Spring 2010, and potential Summer 2010 graduates.

You may pick up your Graduation Application Packet from the Registrar's Office located in Building 2, Room 110 or 111. Please read through the Graduation Application Packet and consult with our staff if you have any questions about the process for becoming a candidate for graduation.

Your application packet will consist of:

- Graduation Application
- Graduation Eligibility Information Sheet
- Question and Answer Form (Graduation Q's and A's)

Do not pay for graduation until you have consulted with your faculty advisor and have reviewed your educational plan. The graduation fee is non-refundable.

Application Process:

1. Pick up your Graduation Application Packet at the Registrar's Office from Building 2, Room 110 or 111.
2. Read the information in the Graduation Application Packet.
3. Meet with your faculty advisor to review your educational plan.
4. Pay the graduation fee of \$20.00 (for diplomas/degrees) or \$5.00 (for certificates) at the Cashier's Office located in the Essie Williams Building.
5. Turn in your Application for Graduation or Application for Certificate(s) to the Registrar's Office along with your paid receipt from the Cashier's Office.

Deadlines for Applying:

To ensure timely feedback from the Dean of Enrollment Management about your candidacy for graduation, to be included in the graduation mailing list for 2010, and to avoid a late penalty fee, Applications for Graduation should be returned to the Registrar's Office by **Tuesday, November 24, 2009**.

This deadline applies to diplomas/degrees. Certificate completers may fill out the Application for Certificate(s) and pay the \$5.00 fee at the Cashier's Office at any time during the semester. Certificates are printed at the end of each semester.