

Graduation Fee

Graduation

The process of verifying that degree requirements are met and the degree is posted to the student account

Application for Graduation

An Application for Graduation and the graduation fee is due no later than the second week of the final quarter of enrollment. This application will be submitted to the Office of the Registrar to have the student's degree conferred. If the application and graduation fee is submitted after the second week of the final quarter of enrollment, a \$50.00 late fee will be added at the time of payment. Students who have completed the Application for Graduation and who do not meet the requirements for graduation at the end of the final quarter will need to re-apply in the returning quarter of program completion.

Graduation Fee

A \$150.00 graduation fee and an Application for Graduation are due no later than the second week of the final quarter of enrollment. All students will be charged a graduation and commencement fee regardless of their attendance at the ceremony. The graduation fee must be paid to the Office of the Registrar before your diploma and transcripts can be released. Graduation fees are non-refundable and may be covered by financial aid (see [link](#) for clarification). Students who do not meet the requirements for graduation and have paid the graduation fee will not need to pay again; the fee will be carried over to the new graduation date. This fee includes:

- ❖ Administrative student graduation audit review
- ❖ An official commencement ceremony
- ❖ Cap, Gown, and Tassel
- ❖ Awards and Honor Cords
- ❖ Official diploma indicating degree earned
 - Additional official diplomas are available for purchase in the Registrar's Office
- ❖ Diploma covers presented at the ceremony (covers provided to only those attending the ceremony)
 - Additional diploma covers are available for purchase in the Registrar's Office
- ❖ Official Transcript
 - Additional official transcripts are available for purchase in the Registrar's Office
- ❖ Administrative cost
- ❖ Photographer
 - Graduation pictures are available for purchase through ceremony photographer
- ❖ Friends and family attendance
- ❖ An official commencement ceremony program
- ❖ Parking

Application for Graduation



SUBMIT this application with the \$150.00 graduation fee. A \$50.00 late fee will be assessed if applying after the second week of the student's final quarter.

Student Name (College Records)

DIPLOMA NAME: The FIRST and LAST name must be the SAME as the name on your College records. If your record reflects an initial for your first or middle name, you may indicate your full name for diploma printing purposes. The College will change the name of a currently enrolled student on its official record, but satisfactory evidence of a legal basis for the change will be required.

First Middle Last

Phone Number Cell Phone Number

Street Address (Diploma Mailing Address)

City State Zip Code

Anticipated Date of Graduation Program of Study

Do you wish to participate in the graduation ceremony? Yes No

**A graduation fee is required regardless of whether or not you participate in graduation/commencement*

How many friends and family are anticipated to attend the graduation ceremony? _____

What city and state would you like printed in the ceremony program? City: _____ State: _____

Would you like to order an additional official diploma indicating degree earned? Yes No

Your Height: _____ (for cap and gown order only) **Your Weight:** _____ (for cap and gown order only)

Student's Signature Date

COLLEGE USE ONLY

Form Received Date Graduation Fee Paid (Registrar Signature)

Graduation Fee Paid at time application is submitted by student and no later than the second week of the final quarter of enrollment.
Yes No

Late Fee Applicable: Yes No

Late Fee Paid: Yes No N/A