



# GRADUATION APPLICATION - For Undergraduate Students Only -

Please **read the attached Instruction Sheet before** completing this Graduation Application. The completed Graduation Application must be returned to the Graduation and Special Events Office in Woody Hall A117 before the **second Friday (starting Spring 2011)** of the semester in which you plan to complete the degree requirements. Commencement Information can be found at <http://registrar.siu.edu/students/graduationceremonies.html>

A \$25 graduation fee is assessed for each completed Graduation Application and may be covered by one of the Financial Aid Awards listed below or will appear on a future bursar statement. Please indicate the type of payment in the appropriate box.

<input type="checkbox"/> General Assembly Scholarship	<input type="checkbox"/> MIA/POW	
<input type="checkbox"/> Illinois Army ROTC	<input type="checkbox"/> National Guard	<input type="checkbox"/> <b>Bill My Bursar Account</b>
<input type="checkbox"/> Illinois Air Force ROTC	<input type="checkbox"/> Teacher Education Scholarship	

If you are receiving **two** degrees, please complete two separate Graduation Applications. **Graduate degree students should NOT use this form**, but should obtain their form from the Graduate School, which can be obtained at [http://www.gradschool.siu.edu/graduation\\_app.pdf](http://www.gradschool.siu.edu/graduation_app.pdf)

Your name as it appears on your record *(please print)*

\_\_\_\_\_

First	Middle	Last
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DAWG TAG # \_\_\_\_\_ Degree Sought *(ex. AAS, BA, BFA, BM, BS)* \_\_\_\_\_

Major 1 \_\_\_\_\_ Concentration \_\_\_\_\_

Major 2 \_\_\_\_\_ Concentration \_\_\_\_\_

Minor 1 \_\_\_\_\_

Minor 2 \_\_\_\_\_

Academic Unit *(please check one)*

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Agricultural Sciences   | <input type="checkbox"/> Education & Human Services | <input type="checkbox"/> Mass Communication & Media Arts |
| <input type="checkbox"/> Applied Sciences & Arts | <input type="checkbox"/> Engineering                | <input type="checkbox"/> Science                         |
| <input type="checkbox"/> Business                | <input type="checkbox"/> Liberal Arts               |  |

Month/Year you are applying to complete the degree

May Yr \_\_\_\_\_ August Yr \_\_\_\_\_ December Yr \_\_\_\_\_

Address to use for the mailing of your diploma

\_\_\_\_\_

Street	City	State	Zip
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Email address \_\_\_\_\_ Daytime phone number \_\_\_\_\_

Do you plan to attend the commencement ceremony on Carbondale Campus?     YES     NO

Signature \_\_\_\_\_ Date \_\_\_\_\_

What is **MOST LIKELY** to be your **PRINCIPAL** activity upon graduation? *(Anticipate a follow-up survey from SIU Career Services in three to four months.)*

- |   |  |   |
|---|--|---|
| ___ Employment, full-time paid          | ___ Graduate or professional school, full-time | ___ Military Service                            |
| ___ Employment, part-time paid          | ___ Graduate or professional school, part-time | ___ Volunteer activity <i>(ex. Peace Corps)</i> |
| ___ Additional undergraduate coursework | ___ Starting or raising a family               |   |
| ___ Other <i>(please specify)</i> _____ |  |   |



# Graduation Application Instructions

## Undergraduate Students Only

**PLEASE READ THIS ENTIRE SHEET AND KEEP FOR YOUR RECORDS**

1. The deadline to return the Graduation Application to the Graduation/Special Events Office is the **Second Friday (starting Spring 2011)** of the semester in which you plan to complete the degree requirements. The application must be received by the deadline. Please mail your application to: Graduation/Special Events Office, Woody Hall A117, Mailcode 4701, Carbondale, IL 62901, or fax to 618-453-2931.
2. A \$25 Graduation Application fee will appear on a future Bursar statement about 2 months before the graduation ceremony unless you indicate that you have one of the financial aid awards listed on the Application. Please **DO NOT** send check/cash with this application.
3. The \$25 Graduation Application fee does not cover the cost of the cap and gown rental or invitations. Degree candidates planning to attend commencement should contact the Student Center Bookstore (618-536-3321) about ordering their cap, gown, and invitations. This should be done by **April 1** for the May commencement, by **July 1** for the August commencement, or by **November 1** for the December commencement.
4. Commencement attendance is not mandatory. However, if you do plan to attend, a cap and gown is mandatory. Military dress attire is acceptable.
5. If you do not meet graduation requirements, your application will automatically be moved to the next graduation term. Should you fail to meet the degree requirements by the deadline for that graduation term, your name will be removed from the pending graduation list. **It will then be your responsibility to submit a NEW Graduation Application form by the end of the second Friday of the semester in which you plan to graduate.** The new application will result in the assessment of another \$25 Graduation Application fee.
6. Any/all financial obligation(s) with the university must be cleared by the Bursar's Office before the release of your diploma and official transcript. **DIPLOMAS ARE MAILED FOUR TO TEN WEEKS AFTER COMMENCEMENT.** The diploma will be mailed to the address on your graduation application. The only way to update the diploma address is to contact the Graduation Office at 618-453-2054 or email to registrar@siu.edu.
7. The Registrar's Office will send commencement day instructions to all candidates' SIU e-mail accounts as well as to the e-mail address listed on the graduation application. If a student updates their personal e-mail address on salukinet **after** the application for graduation is processed then the instructions will only be sent to the student's SIU e-mail account. Failure to apply by the deadline may prevent students from receiving this mass e-mail. The commencement day instructions will also be posted to:  
<http://registrar.siu.edu/students/graduationceremonies.html>