Steps to Apply for Graduation

Step 1: Communicate with your Advisor to see if you should apply for graduation.
Candidates for the Bachelor's degree must meet the following requirements:

1. Completion of a minimum of 120 required semester hours.
2. A minimum cumulative grade point average of 2.00 (C).
3. Completion of the last thirty hours in residence.
4. Approval by the faculty and the VP of Academic Affairs for graduation (via graduation application).

Candidates for the Associate's degree must meet the following requirements:

1. Completion of a minimum of 60 required semester hours.
2. A minimum cumulative grade point average of 2.00 (C).
3. Completion of the last thirty hours in residence.
4. Approval by the faculty and the VP of Academic Affairs for graduation (via graduation application).

Step 2: Contact the *Office of the Registrar* via email at registrar@jarvis.edu for a graduation application. Specific instructions will be given to you when we send you the application.

Step 3: Before you turn in your graduation application please complete your Financial Aid Exit Counseling at www.studentaid.gov. To complete the exit counseling, please visit www.studentaid.gov and log in with your FSA ID. Then, from the strip at the top, hover over "**Manage Loans**" then move your mouse down and to the left and select "**Complete Exit Counseling**." Once you have completed and submitted, we will be able to access that information in the Financial Aid Office. If you need to come in person for exit counseling approval, please log in to your portal and schedule an appointment.

Step 4: Pay your **$50** graduation fee (before you turn in your graduation application) at the cashier's window in the EBS Building or call and pay over the phone with a debit or credit card at 903-730-4890 ext. 2709. If you're having an issue paying the $50 graduation fee, please contact the *Office of the Registrar* before the deadline.

Step 5: Turn in your graduation application to registrar@jarivs.edu. If we need anything else, we will be in communication with you via your Jarvis email. **It is a good practice to check it daily**. As we get closer to commencement, you will receive notifications via your Jarvis email.