JARVIS CHRISTIAN UNIVERSITY

WWW.JARVIS.EDU

OFFICE OF THE REGISTRAR

REQUEST FOR GRADUATION FORM

The annual commencement ceremony at Jarvis Christian University is held the first Saturday in May. The transcript and diploma indicate the date the degree is conferred. Candidates completing degree requirements at the close of the spring semester are to participate in commencement exercises.

- Candidates who complete the degree requirements at the close of the fall semester have the date of December 31st on their diploma and transcript.
- Candidates who complete the degree requirements at the end of a summer session have August 31st on their diploma and transcript. Students may participate in the commencement ceremony the following May, if their degree is conferred at the end of a fall semester or summer session.

Please note the completion of this graduation form only represents that you are a candidate for graduation. As a candidate for graduation, you must complete all academic requirements and financial obligations prior to the graduation exercises. Students will not be able to participate in the ceremony unless they have met all their requirements.

Please PRINT your name EXACTLY as you wish to have it appear on your diploma

_____

(Ex. John Michael Smith)

***Your name will appear on the diploma exactly as printed above.

JCC ID#_____

☐ **I am applying for graduation December** _____ **(Year)**

☐ **I am applying for graduation in May** _____ **(Year)**

☐ **I am applying for graduation August** _____ **(Year)**

☐ Bachelor of Arts degree
☐ Bachelor of Science degree
☐ Bachelor of Social Work
☐ Associate of Arts degree
☐ Bachelor of Business Administration degree
☐ Bachelor of Science in Education degree (Texas Public School certification)

Major: _____ **Concentration:** _____ **Minor:** _____

Are you military? ( )Yes ( )No (e.g. Active Duty, Veteran, Spouse, Dependent)

Personal E-mail Address: _____

Phone #: _____

_____ _____ / _____ / _____

Permanent Mailing address **City** **State** **Zip Code**

STRATEGIC AREA CLEARANCE FOR GRADUATION

Graduation Candidate/Student

Name: _____ ID #: _____

Business Office (Emma B. Smith Administration Building, Room 103)
Status of Student Accounts Receivable

The Business Office certifies that the candidate owes an amount of $ _____

☐ The candidate paid their graduation fee on date_____.

☐ The candidate will not receive a transcript or diploma until this amount is paid in full.

☐ The candidate is clear to receive a transcript and a diploma.

Signed: _____ Date: _____

Financial Aid Office (Emma B. Smith Administration Building, Room 104)

☐ The Financial Aid Office certifies that the candidate has met all pending contractual obligations and has satisfied exit stipulations. www.studentloans.gov

☐ The candidate has not met obligations regarding exit stipulations.

Signed: _____ Date: _____

Default Prevention (Emma B. Smith Administration Building, Room 103)

☐ The Federal Collections Office certifies that the candidate had the required exit interview and has satisfied requirements.
SS# _____ DOB _____

Signed: _____ Date: _____

Career Services

☐ Signed: _____ Date: _____

Olin Library

☐ Signed: _____ Date: _____

Community Services

☐ Signed _____ Date: _____

☐ I plan to participate in commencement activities and may be contacted at the address given.
☐ I **DO NOT** plan to participate in commencement activities, but I may be contacted at the permanent address on the front page.

The information I have provided on this form is true to the best of my knowledge. I understand that if I change plans and will not graduate as specified on this form, I will notify the Registrar's Office as soon as possible.

_____ _____
Student Signature **Date**

_____ _____
Advisor Signature **Date**

_____ _____
Department Chair/Lead Professor Signature **Date**

_____ _____
Division Dean Signature **Date**

_____ _____
VPAA/Provost Signature **Date**

Graduation Fee: Graduating seniors are required to pay a non-refundable fee of **$50.00** for expenses connected with commencement exercises. The **$50.00** covers expenses for your cap, tassel, gown rental, diploma cover and diploma. These items will not be ordered until this fee has been paid at the Cashier's Window and the receipt shown to personnel in the Office of the Registrar. Regalia measurements of height and size are required to order cap and gown through the Registrar's office.

Office Use Only

Registrar Office Processed_____ Date _____