



OFFICE OF THE REGISTRAR

REQUEST FOR GRADUATION FORM

The annual commencement ceremony at Jarvis Christian College is held each May. The transcript and diploma indicate the date the degree was conferred. Candidates completing degree requirement at the close of the spring semester are expected to participate in commencement exercises. Candidates who complete the degree requirements at the close of the fall semester have the date of the last day of the semester 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. A nominal fee is charged for graduation in absentia. Participation in commencement exercises does not guarantee the conferring of a degree.

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

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

- () Bachelor of Arts degree () Bachelor of Business Administration degree
() Bachelor of Science degree () Bachelor of Science in Education degree
() Bachelor of Social Work () Associate of Arts degree

Major: _____ Minor: _____

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

E-mail Address: _____

Phone #: _____

_____ / _____ / _____
Permanent Mailing address City State Zip Code



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STRATEGIC AREA CLEARANCE FOR GRADUATION

Graduating 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.studentaid.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: _____



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() I plan to participate in commencement activities and may be contacted by the information provided.
() I DO NOT plan to participate in commencement activities, but I may be contacted at the address below.

() Residence Hall (Indicate your residence hall, room, and phone number below.)

_____ / room #: _____ / phone #: _____

City & State to appear in the Commencement Program: _____

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

VP/Provost Signature

Date

Graduation Fee: Graduating seniors are required to pay a fee of \$50.00 for expenses connected with commencement exercises. The \$50.00 covers your application processing fee, cap, gown, diploma, and diploma cover. These items will not be ordered until the fee has been paid at the Cashier's Window and the receipt shown to personnel in the Office of the Registrar. We will take your measurements for your cap and gown at that time. The fee is due before the form can be turned in at the Registrar's Office.

Office Use Only
Registrar Approval _____ Date _____