Advisor Completion: This form must be completed by an academic or professional advisor.

Name:

Student ID Number:

Personal Email Address (required):

Preferred Phone Number (required):
Is this a cell phone? ☐ Yes ☐ No
Does the student give permission to send graduation updates via text message? ☐ Yes ☐ No
How does the student prefer to receive the commencement ceremony invitation? ☐ text ☐ email

Advisor Checklist:

☐ Verify the correct spelling of the student's name and their mailing address. This information will be used to print and mail diplomas. *Students must submit a change of information form if this information does not match Colleague.*

☐ Print and attach program evaluations for each credential you have listed on the back of this form. **If program is not pending completion, include a comment detailing the student's plan to finish.**

☐ Official High School Transcript Received

☐ Student Account Clear

☐ Notify the student of the Graduation and Credential Printing Fee(s):

- $25.00 Graduation Fee covers graduation certification and processing as well as the printing, mailing, and digital copy of the primary credential.
- Secondary credentials can be printed for an additional cost of $15.00 each (includes printing, mailing, and digital copy) or $10.00 each (digital only copy).

☐ Direct them to Student Accounts to submit this completed form along with payment. *(Inform them they have not applied for graduation until payment is made.)*

☐ Complete and review the credential data on the reverse side; include all credentials the student will graduate with, using the correct major codes and catalog years.

☐ Advise them credentials will be mailed to the address on file after the Registrar certifies that all requirements have been met. Allow 8 weeks after the semester ends to receive them.

Academic Advisor: _____ Date: _____

Receipt Number (Student Accounts): _____ Amount: $_____ Date: _____

Registrar Certification: _____ Date: _____

Graduation Application - Credential Data

Name: _____

 Student ID Number: _____

Advising Instructions: Enter the Major Code and Semester of Completion for **each** credential being completed. If the evaluation **does not** indicate pending completion, please include a comment below detailing the student's plan to finish.

Graduation and Additional Print Fees:
Please enter primary credential to be printed and mailed as part of the $25.00 graduation fee on the first line. List additional earned credentials and check the appropriate fee box associated with the printing/digitalizing as outlined below:

Fees for printing additional credentials:
- $0 – no digital or printed copy requested
- $10 - digital copy only
- $15 - printing, mailing, and digital copy

Major Code	Catalog of Record	Semester of Completion	Evaluation Pending Completion ✓	Fees		
Primary Credential (Printing and mailing included in Graduation Fee)						
				$25.00		
Additional Credentials				**Check Selected Printing Option**		
				$0	$10	$15

Primary Credential (Printing included in graduation fee): $25.00

Fee for Printing Additional Credential ($15.00 includes print and mail + digital copy/$10.00 digital only copy): _____

TOTAL DUE: $_____

Academic Advisor Comments:

_____

_____

_____

_____