



APPLICATION FOR GRADUATION

PRINT YOUR NAME AS YOU WOULD LIKE IT TO APPEAR ON OFFICIAL GRADUATION DOCUMENTS.

Student Name (first, middle or maiden, last) _____ Student ID Number _____

Street Address _____ City _____ State _____ Zip _____

Hometown Address (if different) _____

Email _____ Telephone number _____

Program of Study exactly as listed in your myShelton account _____ Advisor/Navigator Name _____

Check Type of Award:

- Associate in Arts Associate in Science Associate in Applied Science
 Certificate Short Certificate

- Are you currently enrolled? Yes No If at another institution, list _____
- When do you plan to complete all requirements for graduation? Semester _____ Year _____
NOTE: If you completed the requirements more than one year ago, your degree will ONLY be posted to your transcript. A diploma cannot be ordered.
- Are you a member of Phi Theta Kappa Honor Society? Yes No
- Are you a former or current member of military service? Yes No
- Graduation ceremonies are held three times a year. Official transcripts are updated within two weeks of all grades posting.**
Check one of the following:
 I **WILL** participate in the commencement ceremony. May August December (select one)
 I **WILL NOT** participate in the commencement ceremony.
- Please check the appropriate box concerning notification of your graduation in the newspaper:
 I **DO** wish to have notification of my graduation sent to a local newspaper.
 I **DO NOT** wish to have notification of my graduation sent to a local newspaper.
- The graduation ceremony is free to any qualified student. An official transcript with your graduation date is also available for no charge and can be requested online in myShelton after graduation. If you wish to purchase a diploma, the cost is \$25.00 and must be paid in the Cashier’s Office on the Martin Campus. Once paid, submit the receipt to Sharon Chastine in the Dean of Student Services Suite or by email to schastine@sheltonstate.edu. The \$25.00 payment is non-refundable. Diplomas can be ordered up to one year after the graduation ceremony.
Check one box below to confirm.
 I understand the cost of purchasing a diploma and plan to order by submitting my non-refundable payment to SSCC.
 I understand the cost of purchasing a diploma and do not plan to order a diploma at this time. I understand I have up to one year to order.

I AUTHORIZE THE EVALUATION OF MY RECORD FOR GRADUATION APPROVAL.

Student Signature _____ Date _____

Email the completed application to schastine@sheltonstate.edu or submit to the Dean of Student Services Office on the Martin Campus. For more information, call 205.391.2309. Once the graduation analyst completes an evaluation, you will receive confirmation of your status.