



Graduation Application

Schedule of Deadlines

| Semester that all your degree requirements will be completed: | Applications must received in the Graduation Office by: |
|---|---|
| Fall Semester 2011 | September 30, 2011 |
| Spring Semester 2012 | February 10, 2012 |
| Summer Semester 2012 * | June 29, 2012 |

*Summer graduates who wish to participate in the Spring commencement ceremonies should apply for Summer, but follow the Spring semester deadline.

Your name will appear in the Commencement program according to the following:

If you apply by the Fall deadline and check the Fall semester box, your name will appear in the December Commencement program.

If you apply by the Spring deadline and check the Spring semester or Summer semester box, your name will appear in the April Commencement program.

If you apply after the Spring deadline and check the Summer semester box, your name will appear in the following December Commencement program.

Instructions - Complete Steps 1-5

1. **Schedule an appointment with your major/minor advisor.** Contact your advisor well in advance of the application deadline and inform your advisor that the purpose of your appointment is for graduation clearance.
2. **Meet with your major/minor advisor.** Your advisor and/or other designee will review your major, minor, general education and university requirements in Cattracks. Your advisor or other designee is responsible for the electronic submission of the appropriate clearances in Cattracks. **NOTE: All clearances must be electronically submitted and all of the boxes must be checked as complete in your Cattracks degree evaluation before your degree can be awarded. Clearances can be viewed in the 'Notes' section appearing at the bottom of your Cattracks degree evaluation.**
3. **Complete the Graduation Application** (see reverse side).
4. **Take your completed application to the Cashier's Office** (SC 209) and pay the application fee-there is a one-time non-refundable fee for each degree.
5. **Submit your application to the Registrar's Solution Center** (SC 101) by the above schedule of deadlines. Applications can also be mailed to the address found at the top of this application. Applications received with incomplete information or without the graduation fee will be returned to the student unprocessed. **Failure to follow the above instructions and obtain the necessary clearances will delay the award of your degree.**

**Master degrees \$55.00
All other degrees \$30.00**

Neatly print your name the way you would like it to appear on your diploma:
Additional fees apply if your diploma must be reprinted.

Student I.D.# required

Name:

W#

Print the address to which you would like the diploma mailed:
Note: Diplomas are mailed 3 months after the semester you officially graduate

Degree applying for:
 MA BS AS
 MS BA AA
 MED BIS AAS
 MBA BM APE
 MACC BFA IC
 MHA BME
 MTAX MPC

Address:

City: _____ **State:** _____ **Zip:** _____

| List major(s), minor(s) for which you are applying | Code: | What catalog year are you using for your major & minor requirements? |
|--|-------|--|
| Major 1: | | <input type="checkbox"/> 2011-2012 |
| Major 2: | | <input type="checkbox"/> 2010-2011 |
| Major 3: | | <input type="checkbox"/> 2009-2010 |
| Minor 1: | | <input type="checkbox"/> 2008-2009 |
| Minor 2: | | <input type="checkbox"/> 2007-2008 |
| Minor 3: | | <input type="checkbox"/> 2006-2007 |

Semester all requirements for this degree will be complete:
 Fall Semester
 Spring Semester
 Summer Semester
Year _____

List prior degrees, schools & dates:

Graduation Office Use Only:

| | | |
|--|--|--|
| 1st Term at WSU: | Total Hours <input type="text"/> | <input type="checkbox"/> Prelim E-mail to Student _____ <input type="checkbox"/> Major(s) _____ Clearances/Courses _____ _____ <input type="checkbox"/> Minor(s) _____ Clearances/Courses _____ _____ _____ |
| Previous Degree/Date: | UD Hours <input type="text"/> | |
| | Res. Hours <input type="text"/> | |
| | Low GPA <input type="text"/> | |
| <input type="checkbox"/> English _____ | <input type="checkbox"/> HU/CA hours _____ | <input type="checkbox"/> SS _____ |
| <input type="checkbox"/> AI _____ | <input type="checkbox"/> HU _____ | <input type="checkbox"/> FL _____ |
| <input type="checkbox"/> QL _____ | <input type="checkbox"/> CA _____ | <input type="checkbox"/> DV _____ |
| <input type="checkbox"/> CiL _____ | <input type="checkbox"/> LS/PS hours _____ | <input type="checkbox"/> I, T _____ |
| <input type="checkbox"/> SI _____ | <input type="checkbox"/> PS _____ | |
| | <input type="checkbox"/> LS _____ | |

Graduation Office Use Only:

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|----------------------|
| Cashier's Stamp |
| |
| RSC Stamp & Initials |
| |