

EVERGREEN

Registration and Records
Library 1101
The Evergreen State College - Olympia, Washington 98505
Tel: (360) 867.6180 Fax: (360) 867.6680

GRADUATION PROCEDURES

Below is a checklist of things to prepare for graduation. All items may not apply to you.

- 1. Complete a [graduation application](#) and submit to the Registration and Records Office. Mark the quarter you intend to register for your final credits. Your graduation date is the final quarter of registration, whether at Evergreen or elsewhere. The graduation ceremony is an annual celebration open to all students graduating during the academic year, including summer quarter. Participation in the ceremony does not confirm degree completion and is not your graduation date.
- 2. If you are applying for a Bachelor of Science or combined Bachelor of Arts and Bachelor of Science degree, [request a Bachelor of Science record review](#).
- 3. Pay the required \$25 graduation fee at the Cashiers Office, (Library 1118), or online at my.evergreen.edu (Web Payment → Make a Payment → Graduation → Graduation Fee → Add to Basket → Pay Now). The graduation fee is not automatically billed to your account. If you are receiving VA benefits, contact the Veterans Affairs Office regarding your graduation fee.
- 4. Complete the Career Development Exit Interview form and return to Registration and Records with your Graduation Application.
- 5. If you had a Direct Loan, you must complete an Exit Interview (http://www.nsls.ed.gov/nsls_SA/).
- 6. If you had a Perkins Loan, you must [complete an Exit Interview online](#) or with the Perkins Loan Manager located in the Student Accounts Office, (Library 1112).
- 7. If you live in on-campus housing, notify the Housing Office of your change of status and complete the housing check-out procedure which they will provide.

APPLICATION DEADLINES

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| Fall | Week 5 Fall Quarter (late October) |
| Winter | Week 5-Winter Quarter (early-February) |
| Spring and Summer | Week 2 Spring Quarter (mid-April) |