



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

*****GRADUATION PROCEDURES*****

It is important that you complete the attached forms carefully and thoughtfully. The information you provide is necessary to ensure that your academic record is up to date. The Career Development Center's Exit Interview information is valuable for statistical analysis as a forecasting tool and in planning to assist you if needed.

- 1. Print your I.D. number and full name on the attached Graduation Application.
- 2. Check the appropriate graduation category and indicate the quarter in which you will complete all your degree requirements, which is your last quarter of attendance.
- 3. Be sure to pay the graduation fee of \$25.00 at the Cashiers Office, (Library 1118), or online at my.evergreen.edu.
- 4. Complete the Exit Interview form and return to Registration and Records, with your Graduation Application.
- 5. If you had a Stafford Loan, you must complete an Exit Interview with the Financial Aid Office, (Library 1233).
- 6. If you had a Perkins Loan, you must complete an Exit Interview 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.
- 8. Fax, mail or bring the graduation application to the Registration and Records Office for processing (Library 1101).

**APPLICATION DEADLINE FOR JUNE
CEREMONY PARTICIPATION: END OF WEEK 2
OF SPRING QUARTER (MID-APRIL)**