



Registration and Records
Seminar I, 3113
The Evergreen State College - Olympia, Washington 98505
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. Be sure to indicate if you are receiving Veteran's Benefits, Financial Aid, or if you are a Perkins Loan Recipient.
- 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, (Seminar II E2105), or online at my.evergreen.edu.
- 4. Complete the Exit Interview form and return to the Career Development Center, (Seminar I Annex F).
- 5. If you had a Stafford Loan, you must complete an Exit Interview with the Financial Aid Office, (Seminar I 3123).
- 6. If you had a Perkins Loan, you must complete an Exit Interview with the Perkins Loan Manager located in the Student Accounts Office, (Seminar II E2105).
- 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, (Building A 3rd floor).
- 8. Fax, mail or bring the graduation application to the Registration and Records Office for processing (Seminar I 3113).

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