



GRADUATION PROCEDURES

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

1. ___ Apply to graduate. Apply [online](#) or complete a [graduation application](#) and submit it to the Registration and Records Office. Select the quarter in which you will complete your [degree requirements](#).

*The graduation ceremony is an annual celebration open to all students graduating during the academic year, including summer quarter. Participating in the ceremony does not mean you have earned your degree and does not determine your graduation date.

More information on graduation ceremony and graduation procedure is available on our [website](#).

2. ___ If you are pursuing a science degree, review your academic progress online and your Bachelor of Science review results to ensure you will meet the [science degree requirements](#). A Bachelor of Science record review will be sent 1-2 business days after your graduation application is processed.

3. ___ Pay the required \$40 graduation. Your account will automatically be billed. You can pay this fee at the Cashiers Office, (Library 1118) or online at [my.evergreen.edu](#) (Web Payment → Make a Payment → Add to Basket → Pay Now).

If you are receiving VA benefits, contact the Veterans Affairs Office regarding your graduation fee.

4. ___ Update your mailing address through the Profile link in your [my.evergreen](#) account. Your diploma will be mailed to the address indicated on your graduation application. Your diploma address maybe different than your mailing address.

5. ___ Complete the [Career Development Exit Survey](#) online.

6. ___ If you had a Direct Loan, you must complete an Exit Interview with [StudentLoans.gov](#). More information regarding Direct Loans is available on the [Financial Aid Loans](#) website.

7. ___ If you had a Perkins Loan, you must complete a [Perkins Loan Exit Interview](#) online or with the Perkins Loan Manager located in the Student Accounts Office, (Library 1112).

8. ___ 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. After check-out update your mailing address through the Profile link in your [my.evergreen](#) account.

9. ___ Enroll in [SALT](#) for free. This non-profit organization is here to help you with budgeting, savings, and loan repayment.

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



PLEASE PRINT CLEARLY

Name: _____ ID #: _____

Your name on your diploma will be your legal name listed on your Evergreen record.

Any name changes require an official "Request for Name Change" with documentation to Registration and Records.

I plan to complete requirements for: UNDERGRADUATE:

Bachelor of Arts / Bachelor of Science*
180 credits with at least 45 of your final 90 earned at Evergreen
Plus submit Academic Statement for graduation (if required)

Bachelor of Arts and Science*
225 credits with at least 90 of your final 135 earned at Evergreen
Plus submit Academic Statement for graduation (if required)

*In addition to the required total credits, the BS and combined BA and BS must include 72 credits of science, math and/or computer science, of which at least 48 must be upper division science, math and/or computer science.

Would you like a review of your record that demonstrates your progress toward meeting these requirements? Yes No
If yes, your review will be sent 1-2 business days after your graduation application is processed.

GRADUATE:

Master of Public Administration (60 credits), Master of Environmental Studies (72 credits), Master in Teaching (96 credits)
Approval from Program Director required for all graduate degrees.

Anticipated graduation quarter: Fall 20, Spring 20, Winter 20, Summer 20

- Your official graduation date is the final quarter in which you complete your degree requirements. (The June ceremony does not determine your graduation date. Participating in the ceremony does not mean you have earned your degree).
If your graduation date changes, notify Registration and Records as soon as you are aware of the change.
We bill the required \$40 application fee to your Student Account.

Are there any other credits NOT YET awarded from Consortium, transfer, CLEP, military, or AP:

Please provide a reliable address to which your diploma can be mailed after your degree is awarded.

Street Address, City, State/Province, Postal Code, Country

Would you like us to use this address as your mailing address: Yes No

Are you a Veteran? Yes No

By signing this application, I understand that I am responsible for reviewing my academic progress through my.evergreen and/or by requesting an academic progress report from Registration and Records to ensure that I am on track to meet all graduation requirements.

Applicant's signature Date

FOR OFFICE USE ONLY

Front Desk: GPR: Student Staff, Required SE: Yes/No, AS Turned In: Yes/No, Received By: Date/Initial

Credentials Evaluators: Diploma Name, BS Approved, Fee Charged, SGASTDN IS, AS Submitted, App Completed

Associate Registrar: Fee Paid, Director Approval, Date Graduated, Diploma Ordered, Diploma Released

Notes: