This form is due in the Siena Heights University at JCC Office according to the following schedule:

- December: July 15
- May: November 15
- August: April 15

**(If you are graduating in August and plan to attend the May commencement ceremony, the application and review are due on November 15)**

May Commencement is open to all campus locations. Participation in Commencement does not necessarily mean that the student has completed his/her requirements for graduation. All requirements for graduation must be complete in order to be awarded a degree.*

Graduation Applying For (fill in year): December _____ May _____ August _____

Granted Early Participation - May Commencement: Yes _____ No _____

(Students with semester hours remaining for degree completion will be allowed, with permission, to “walk” at the Commencement Ceremony in May. However, all degree requirements must be completed to graduate and receive a diploma. Students who do not fulfill the degree requirements, according to set deadlines, must reapply for graduation for the following semester. The date on the diploma will reflect the end date of the semester in which the student completes all required coursework. Baccalaureate Honors will not be announced at Commencement for students that are participating early. Honors are not available until all work is completed and the Bachelor’s degree is posted.)

CAMPUS ATTENDING:

AD_____ CM_____ JC_____ KC_____ LC_____ LM_____ MC_____ SO_____ TC_____ WA_____ NT_____ RCGR_____

PRINT LEGAL NAME

(Print your LEGAL NAME above exactly as you desire it to appear on your diploma and records)

**PLEASE VERIFY CORRECT MAILING ADDRESS WITH THE SIENA HEIGHTS UNIVERSITY AT JCC OFFICE**

Address ____________________________________________

Degree Applying For:

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<th>BA</th>
<th>MA</th>
<th>MAJOR 1</th>
<th>BAS</th>
<th>MAJOR 2</th>
<th>BBA</th>
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GRADUATION CHECKLIST

- Request updated (if applicable) copies of all college transcripts.
- Submit residency verification - copy of driver's license (if you haven't already done so).
- Request official high school transcript (if you haven't already done so).
- Carefully follow all instructions (mailed from main campus in late January) for ordering cap and gown if you plan to participate in the May graduation ceremony.
- Application should be returned directly to the Siena Heights University at JCC office.
The following information is requested in order that Siena Heights University may comply with reporting requirements established by the Department of Health Education and Welfare.

RACE/ETHNIC BACKGROUND

(Please check appropriate blanks)

______ Black, non-Hispanic--a person having origins in any of the black racial groups of Africa (except those of Hispanic Origin).

______ American Indian or Alaskan Native--a person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

______ Asian or Pacific Islander--a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.

______ Hispanic--a person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

______ White, non-Hispanic--a person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

______ Nonresident alien--a person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

Legal Signature: ___________________________________________ Date: __________________________

Home Telephone Number: ___________________________ Alternative Phone Number: ________________________

E-mail Address: __________________________________________

OFFICE USE ONLY:

Date Received: _______________ Residency Information: _______________ GR File Flagged: _______________