



## SIENA HEIGHTS UNIVERSITY APPLICATION FOR GRADUATION

College of Arts and Sciences | College for Professional Studies | Graduate College

### FALL SEMESTER, 2014 – DECEMBER, 2014 GRADUATION

**CONGRATULATIONS!** You are approaching graduation - an important milestone of your educational journey. This application is required to begin the graduation process. Please read the instructions below, complete the information requested, and submit your application by the deadline indicated. Should you have questions, contact your advisor or the Registrar's Office at 517-264-7120.

### APPLICATION DUE DATE: SEPTEMBER 15, 2014

- There is an application fee of \$100 which will be charged to your Fall, 2014 billing cycle. The fee is active through two consecutive semesters beyond the intended graduation semester.
- If applying for more than one degree, you must complete an application and pay the fee for each degree.
- You must be considered in good academic standing to apply for graduation.
- The graduation fee does not cover cap and gown or other commencement participation costs.
- Failure to complete degree requirements will necessitate that you submit a new online application for a subsequent semester.
- Diplomas are mailed to your address when all requirements are verified by the Registrar. All outstanding transcripts, grades, or other requirements must be on file before your degree can be awarded.

***The Student Financial Services Office requests that students receiving aid process an exit interview with them at least four months prior to graduation. This is important for any financial aid plans that the you may have in the future.***

Student Number \_\_\_\_\_

PRINT LEGAL NAME \_\_\_\_\_

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

Address \_\_\_\_\_

*(Print your diploma mailing address-Street, City, State, and ZIP code)*

HOME CAMPUS: Adrian \_\_\_ Online \_\_\_ Southfield \_\_\_ Monroe \_\_\_ Jackson \_\_\_ Lansing \_\_\_ Battle Creek \_\_\_ Benton Harbor \_\_\_

### DEGREE INFORMATION

#### CPS – ONLINE/OFFSITE ONLY

BA \_\_\_ BAS \_\_\_  
BBA \_\_\_ BSN \_\_\_  
BAS \_\_\_

#### CAS – ADRIAN CAMPUS ONLY

AA \_\_\_ AAS \_\_\_ AS \_\_\_  
BS \_\_\_ BA \_\_\_ BBA \_\_\_  
BSN \_\_\_ BFA \_\_\_ BSW \_\_\_

#### GRADUATE ONLY

MA \_\_\_ SA \_\_\_

Major 1 \_\_\_\_\_

Concentration \_\_\_\_\_  
*(if applicable)*

Major 2 \_\_\_\_\_

Minor(s) \_\_\_\_\_

Pre-Law Curriculum: Yes \_\_\_\_\_

Teacher Certification is sought Yes \_\_\_ No \_\_\_  
If applying for a provisional certificate, obtain a Teacher Oath Form and a Felony Conviction Statement from the Registrar's Office. (education students only)

## COMMENCEMENT INFORMATION:

Participating in Commencement is not the same as graduation. Graduation is completing all of your degree requirements, whereas Commencement is a celebration of your graduation. Siena Heights University conducts Commencement ceremonies on our Main Campus in Adrian each May. All graduating students are invited to attend.

If you plan to participate in Commencement, you will need to let us know via the Commencement link found on our website and MySiena. Complete details are posted on the link by the end of February.

## AUTHORIZATION

My signature indicates that I have read this application and to the best of my knowledge will complete my requirements by the date of graduation that I have indicated. If I do not complete my requirements by the date indicated I realize that I must re-apply for graduation according to set deadlines. ***LATE APPLICATIONS CANNOT BE ACCEPTED***

Legal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Alternative Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## ADRIAN CAMPUS STUDENTS:

RETURN THIS APPLICATION TO THE REGISTRAR'S OFFICE:

Fax 517-264-7744 **OR**

Scan and send to [regr@sienaheights.edu](mailto:regr@sienaheights.edu) **OR**

Mail to: Registrar's Office, Siena Heights University, 1247 E. Siena Heights Dr., Adrian, MI 49221

## OFF-CAMPUS SITE STUDENTS:

RETURN THIS APPLICATION TO YOUR ADVISOR AT YOUR CAMPUS LOCATION

For fax/ address information, go to [www.sienaheights.edu](http://www.sienaheights.edu) and click on the locations link.

## OFFICE USE ONLY:

Date Received \_\_\_\_\_ Residency Info \_\_\_\_\_

GR File Flagged \_\_\_\_\_