



# SIENA HEIGHTS UNIVERSITY--APPLICATION FOR GRADUATION GRADUATE COLLEGE

**Application Due Dates:** May--December 15, August--June 15, December--September 15

**EARLY PARTICIPATION:**

Are you planning to participate in commencement but will not be finished until August? Your application is due December 15.

**Graduation applying for (fill in year):** May \_\_\_\_\_ August \_\_\_\_\_ December \_\_\_\_\_

**NOTICE:**

If you are going to finish all requirements *by the end of December*, apply for December graduation.  
If you are going to finish all requirements *by the end of August*, apply for August graduation. This would include Winter II courses.  
If you choose to participate in Commencement and finish your requirements by August, you must apply for August graduation.  
If you walk across the stage without completing your requirements you have NOT graduated.  
If you do not complete your requirements by the intended date of graduation you must re-apply.

Diplomas are mailed to the student's 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.

**HOME CAMPUS:** AD \_\_\_\_\_ KC \_\_\_\_\_ LC \_\_\_\_\_ LM \_\_\_\_\_ MC \_\_\_\_\_ SO \_\_\_\_\_ (check one)

**STUDENT ID NUMBER:** \_\_\_\_\_

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

**ADDRESS:** You must check and update your address in My Siena. All mailings are done to this address.

**DEGREE APPLYING FOR:**

Master of Arts \_\_\_\_\_

Specialist of Arts \_\_\_\_\_

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

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.

OVER

**Commencement Information:**

Siena Heights University holds two ceremonies each spring. The largest ceremony is held on the Adrian campus. All graduating students are invited to attend this ceremony. The other ceremony is held on the Lake Michigan campus for the students attending the LMC site.

Participation in commencement does not mean that the student has completed requirements for graduation. All requirements must be completed in order to graduate.

Students granted early permission to participate in commencement would finish requirements the following August. All students must apply for graduation prior to attending commencement.

**Students that plan to participate in the Adrian ceremony must order guest tickets from mid-March to mid-April of each year at the Grad Fair or Bookstore in Adrian.** LMC students must notify the site director if they plan to participate in the LMC ceremony (tickets are not required for this LMC ceremony).

Commencement information is posted by the end of February on the University Web site.

***The Financial Services Office requests that students receiving aid process an exit interview with them at least 4 months prior to graduation. This is important for any future aid plans that you may have. This application will impact future aid plans.***

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.

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

**You must check My Siena and update the following information:**

Home Telephone Number \_\_\_\_\_ Alternative Telephone Number \_\_\_\_\_

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

RETURN TO THE REGISTRAR'S OFFICE BY

fax 517-264-7744 or scan and send to [regr@sienaheights.edu](mailto:regr@sienaheights.edu) or by mail to:

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

**OFFICE USE ONLY:**

Date Received \_\_\_\_\_ Residency Info \_\_\_\_\_ GR File Flagged \_\_\_\_\_