



## Graduation Application

See the reverse side of this form for instructions and important information.

Student I.D. Number \_\_\_\_\_

**NOTES: Name will appear on the diploma as reflected on your FGC academic record. Diploma will be mailed to your current address on record with FGC. Visit MyFGC to review and verify your mailing address.**

- 1) \_\_\_\_\_  
First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_ Suffix \_\_\_\_\_
- 2) Term of expected graduation: ☐ Fall ☐ Spring ☐ Summer A\* ☐ Summer B/C\* Year \_\_\_\_\_
- 3) Please select the degree, certificate, or Applied Technology Diploma. Write the name & code for the Course of Study (AA degree) or Major (BS/BAS, AS/AAS, ATD, or Certificate). A separate application is required for additional programs.  
  
(Choose One): ☐ BS/BAS ☐ AA ☐ AS ☐ AAS ☐ ATD ☐ Certificate  
and indicate the following: AA only: Courses of Study \_\_\_\_\_ and Code \_\_\_\_\_  
or BS/BAS, AS/AAS, ATD, or Certificate: Major \_\_\_\_\_ and Code \_\_\_\_\_
- 4) Enter courses you will take your last term. \_\_\_\_\_  
  
Indicate if you will be taking any of the course(s) as a transient student at another institution: ☐ Yes ☐ No  
(If yes, include the name of institution: \_\_\_\_\_)  
**NOTE: Official transcript from transient institution must be received in order to process the graduation application.**
- 5) In addition to the courses listed above, the following degree requirements must be completed:  
☐ GPA ☐ Foreign Language ☐ Computer Competency ☐ Civic Literacy ☐ Gen Ed Core  
Other: \_\_\_\_\_
- 6) Upon award of a degree or certificate, that major ends and will be removed from the student's record for future terms. If the major from which you are graduating is the only major on your record, it will be changed to non-degree effective the term after your graduation. This could impact any financial aid or other financial assistance you may be receiving, if you are enrolled in classes in the term following graduation. If you are pursuing another major, please contact your advisor for assistance with a change of major form.
- 7) **Advisor Certification:** I certify that I have reviewed this student's declared major/courses of study with him/her and have determined that the student will meet all requirements by the term listed above, contingent upon successful completion of the courses and other requirements noted above.  
**Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
- 8) **Student Certification:** I certify that I have reviewed my declared major/course of study with my advisor and understand the requirements necessary to graduate or complete my degree by the end of the term listed above. If all requirements are not completed by the end of the term noted on this graduation application, I understand that a new graduation application will be required for the term in which all requirements will be completed. I further authorize FGC to award additional certificates or degrees that I may be eligible to receive. If I choose to participate in the graduation ceremony, I consent to all publicity associated with the ceremony.  
**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

<b>Registration &amp; Records Office use only: (System Flagged: _____ Catalog Term: _____)</b>					
Residency _____	C/P _____	Holds _____	TABE _____	SGASTDN _____	
GPA _____	Term Completed _____	Diploma Date _____	Diploma Mail Date _____		
PTK _____	Honors _____	Honors Flag _____	SHADIPL _____		

## INSTRUCTIONS FOR COMPLETING THE GRADUATION APPLICATION FORM

Please note the following:

1. Students should review their academic record with their advisor to determine that they have met, or will meet, graduation eligibility by the term indicated.
2. Students and advisors must sign the graduation application (items 8 & 9) attesting that the student has declared the major and met, or will meet, all graduation requirements.
3. The graduation application is valid only for the term shown on the application. A student who does not complete all program requirements within the noted term must submit a new graduation application for the term in which requirements will be completed.
4. The graduation application must be submitted to Registration & Records (Building 15) by the designated deadline so that it can be processed. ***Please refer to FGC's Academic Calendar for published deadlines.***

***Please allow four to six weeks following the semester of completion for the mailing of diplomas and/or certificates.***

## STEPS TO PARTICIPATE IN COMMENCEMENT

Go to [www.fgc.edu/graduation](http://www.fgc.edu/graduation) to review the steps, details and deadlines for each semester.

1. This graduation application is one part of the requirement to participate in the ceremony.
2. Additionally, during the established cap and gown deadline for the ceremony, **students must purchase a cap and gown from [www.herffjones.com/college/graduation](http://www.herffjones.com/college/graduation)**. If you have any questions, please contact us at 386-754-4286 or email [graduation@fgc.edu](mailto:graduation@fgc.edu). For review and approval to use a cap and gown previously ordered for an FGC Commencement, you must email [graduation@fgc.edu](mailto:graduation@fgc.edu) by the established cap and gown deadline.
3. Email reminders related to the deadlines for your ceremony will be sent to your wolves email.
4. Once the cap and gown deadline has passed and the number of participants confirmed, the number of guest tickets for each graduate will be determined based on the capacity of the Howard Center. Late requests to participate in the ceremony will not be allowed.
5. For Spring commencement, there is a morning and afternoon ceremony. Once the cap and gown deadline has passed, a link will be emailed to participating graduates to register for one of the two ceremonies on a first-come, first-served basis. All details, including when the link will be available and the notice that registration is open, will be sent to the wolves email.

Eligible students must participate in the ceremony that corresponds with their graduation term (ex. Fall graduates walk in the Fall ceremony).