

Graduation Application (Bachelor's)

Mail: UNC at Pembroke
Office of the Registrar
P.O. Box 1510
Pembroke, NC, 28372

OR: Fax: 910-521-6328

UNCP ID	8	4	0						
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Student Use	
Intended Graduation	TERM / YEAR
Catalog Year	YYYY

Office Use Only	
New Date Change 1	TERM / YEAR
New Date Change 2	TERM / YEAR

Student Information			
Your name will appear on your diploma as it does on your student system records. This form will not update any name changes. If necessary, a name change form must be submitted.			
Last Name	First Name	Middle Name	Suffix (Jr., II, etc.)
Home Number	Cell Phone	All pre-graduation correspondence will be emailed your BraveMail.	

Diploma Mailing Address		
Your diploma will be mailed to the address shown below. If you move 6-8 weeks after graduation, you must submit an address change form.		
Street Address or PO Box		
City	State	Zip Code

Degree Information							
Circle all that apply	BA	BS	BIS	BM	BSN	BSW	2 nd Degree
Primary Major				Secondary Major			
Minor 1				Minor 2			
Concentration 1				Concentration 2			

Required Signatures			
Advisors: Read Instructions Sheet before signing below			
Primary Major Advisor/ Dept. Chair	Print	Signature	Date
Secondary Major Advisor/ Dept. Chair	Print	Signature	Date
Minor Advisor/ Dept. Chair	Print	Signature	Date
Director of Career Services	Print	Signature	Date
Cashier		Receipt #	Date

I have read and understood the instruction sheet. I understand that any changes I make to the above information **must** be communicated to the Registrar's office in person or in writing as soon as possible. Failure to do so may affect my graduation status, and may incur additional charges. I also understand that according to the University Catalog, students must have a minimum GPA of 2.0 overall **AND** in their major field of study in order to graduate.

Applicant Signature		Date	
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INSTRUCTION SHEET

Fees	Deadlines to Apply		
Application Fee \$55.00	Winter Graduation	November 1 st	Must apply 2 semesters prior to intended graduation
Late Fee \$ 25.00	Spring/Summer Graduation	April 1 st	

INSTRUCTIONS FOR STUDENTS

Please read and follow carefully.

- Step One Fill out Graduation Application completely using **BLACK INK ONLY**.
- i. Must include Student UNCP number.
 - ii. DIPLOMA MAILING ADDRESS - Diploma(s) will be mailed to this address 6-8 weeks after graduation.
 - iii. Applications filled out incorrectly may be delayed.
- Step Two Meet with advisor(s) to review your degree audit (**ADVISOR(S) MUST SIGN THE APPLICATION**).
- Step Three Meet with director of Career Services located in Chavis University Center, 2nd Floor, Room 220 (**DIRECTOR MUST SIGN APPLICATION**).
- Step Four Payment can only be taken once the application is complete. Please make payment at the Registrar's Office (Card/Check) or Bursar's Office (Cash/Card/Check).
- Step Five Return the completed application (including this instruction sheet) to the Registrar's Office. You will receive a copy of the application and instructions from the Registrar's Office

Consent of Understanding

*Student is to **read and initial** the below information.*

- _____ The Degree Audit will be sent to your UNCP BraveMail address. Please allow 6 to 8 weeks to receive your audit.
- _____ Participation in commencement ceremonies does **not** confirm that a degree has been conferred.
- _____ Students entering in Fall 2011 or later **must** complete 9 semester credit hours of Writing Enriched and Writing in the Discipline courses.
- _____ If the candidate fails to meet requirements as specified, the student **must wait** until the next graduation to receive their degree.
- _____ Diploma(s) will be held until **all** financial obligations (and other holds) to the University have been satisfied.
- _____ Students may complete graduation requirements at the end of a fall, spring, or summer session. Summer graduates may participate in the winter commencement.
- _____ Students must have a **minimum** GPA of 2.0 overall **and** a GPA of 2.0 in their major to graduate.

INSTRUCTIONS FOR ADVISORS

If you are signing as a Primary Advisor, your signature indicates that:

1. You have reviewed the student's current Degree Evaluation (DARS).
2. You have evaluated the student based on the catalog year listed for the student in Banner.
3. It is feasible for the student to graduate by the date indicated on this application.
4. Requirements that you have checked are:
 - i. General Education
 - ii. Major Requirements
 - iii. All graduation requirements (e.g. total hours, total GPA, major GPA, writing intensive) other than those of a second major, concentration, or minor for which another advisor will sign.

If you are signing for a second major, concentration, or minor, your signature indicates that:

1. You have reviewed the student's current Degree Evaluation (DARS).
2. You have evaluated the student based on the catalog year listed for the student in Banner.
3. Degree Information on the application form matches student information in Banner.
4. It is feasible for the student to graduate by the date indicated on this application.