

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			
<i>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.</i>			
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		
<i>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.</i>		
Street Address or PO Box		
City	State	Zip Code

Degree Information							
Circle all that apply	BA	BS	BIS	BM	BSN	BSW	2nd 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 \$50.00	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**.
- Must include Student UNCP number.
 - DIPLOMA MAILING ADDRESS - Diploma(s) will be mailed to this address 6-8 weeks after graduation.
 - 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:

- You have reviewed the student's current Degree Evaluation (DARS).
- You have evaluated the student based on the catalog year listed for the student in Banner.
- It is feasible for the student to graduate by the date indicated on this application.
- Requirements that you have checked are:
 - General Education
 - Major Requirements
 - 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:

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