

# Graduation Application (Bachelor's)

**Mail:** UNC at Pembroke  
Office of the Registrar  
P.O. Box 1510  
Pembroke, NC, 28372  
**Email:** Graduation@uncp.edu

OR: **Fax:** 910-521-6328

<b>UNCP ID</b>	<b>8</b>	<b>4</b>	<b>0</b>						
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Are you a U.S. Veteran or Actively serving?

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 <b>not</b> update any name changes. If necessary, a name change form <b>must</b> be submitted.</i>			
Last Name	First Name	Middle Name	Suffix (Jr., II, etc.)
Home Number	Cell Phone	All pre-graduation correspondence will be emailed to your BraveMail account.	

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

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

Required Signatures			
<b>Advisors: Read Instructions Sheet before signing below</b>			
Primary Major Advisor/ Dept. Chair	Print	Signature	Date
Secondary Major Advisor/ Dept. Chair	Print	Signature	Date
Minor Advisor/ Dept. Chair	Print	Signature	Date
Office of Career Services	Print	Signature	Date
Student Accounts		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.

<b>Applicant Signature</b>		<b>Date</b>	
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## INSTRUCTION SHEET

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

### 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 a member of the Career Services staff located in James B. Chavis University Center, 2<sup>nd</sup> Floor, Room 220. Use [Handshake](#) to schedule an appointment.
- Step Four** **Payment must be made at student Accounts in person (Cash/Card/Check) or by phone: (910) 521-6855, prior to processing.**
- Step Five** Return the completed application (including this instruction sheet) to the Registrar's Office.

### Consent of Understanding

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

- \_\_\_\_\_ 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 Audit.
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 Audit.
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.