



106 Courthouse Square
Rayville, LA 71269
(318) 728-8989 phone
(318) 728-8988 fax

Application for Graduation

Semester and year in which you intend to complete all requirements for graduation:

Fall 20_____

Spring 20_____

Summer 20_____

Student Information

Student ID#: _____

Please print your name exactly as you wish it to appear on your degree or diploma.

Name: _____
First Middle Last

Address to Mail diploma: _____
Address

City State Zip

Email Address: _____

Do you plan to attend the graduation ceremony? _____ Yes _____ No

I understand that if I fail to fulfill any requirements, I will not graduate in the requested semester and I must reapply for graduation at the beginning of the semester in which I expect to complete all requirements. I also understand that my contact information, which may include my name, email address, and phone, may be given to graduation photographer. Note: You must attach a copy of your receipt showing payment of the \$40 graduation fee before your application will be processed. This must be submitted to the Director of Student Affairs and Career Placement no later than the 5th instructional day of the semester in which you intend to graduate.

Student's Signature: _____ Date: _____



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ADDITIONAL SERVICES

Will you require special accommodations to fully participate in the graduation exercise?

- Wheel Chair
- Ramp
- Guide
- Interpreter
- Other _____

PARTICIPATION IN CEREMONY

Will you participate ("walk") in the commencement ceremony? YES NO

IMPORTANT: If your decision in this matter changes, please notify the Office of Enrollment Services.

SUMMER GRADUATE ONLY: Because there is no summer commencement ceremony, you are invited to participate in the fall ceremony which follows your summer degree conferral. Therefore, please answer the participation question above accordingly.

My signature serves as verification that this student is a candidate for graduation for the semester indicated.

Advisor's signature

Date

Director of Student Affairs and Career Placement

Date



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GRADUATION INSTRUCTIONS

In order to complete arrangements for your graduation you are responsible for the following procedures outlined below:

1. Your legal name will be recorded on your certificate/diploma exactly as it appears on the Graduation Diploma Information Form, regardless of how it may appear on any other listing. If your legal name changes and you need to change the certificate/diploma name contact the Director of Student Affairs and Career Placement at least 4 weeks prior to graduation.
2. The \$40.00 Graduation Fee must be paid to the Front Office. The Graduation Fee covers:
 - a. a. One diploma and diploma cover
 - b. b. Rental of the facility where the Commencement event is held
3. Complete Graduation Exit Survey