

****ATTENTION NAU GRADUATES****

Congratulations on your upcoming graduation! To help you get through the process, please read the following information:

- **CHANGES TO APPROVED GRADUATION APPLICATION:** An Addendum form must be completed, signed and submitted to the Graduate College only if you need to add, delete or change items after your graduation application has been approved. The form requires your signature as well as the signature of your adviser, department chair and the Graduate College. This form is available online at www.nau.edu/gradcol under “Current Students” button.
- **REGALIA:** Cap/gown/hood and announcement information can be obtained through the NAU Bookstore on-line at <http://www.nau.edu/bookstore>.
- **POSTING OF DEGREES:** The posting of degrees does not begin until all grades for the semester have been confirmed by the Office of the Registrar (usually two weeks after the date of graduation). It can take 4-6 weeks to post all degrees once the process begins. Graduate Certificate programs will be processed last.
- **RUSH REQUESTS FOR DEGREE POSTING:** A rush means that, if all degree requirements have been met, your degree will be posted on the first day possible. You may request a rush by completing a Transcript Request form with the Office of the Registrar-www.nau.edu/registrar. Mailing address: Box 4103, Flagstaff, AZ 86011-4103. Phone number 928 523-2109.
- **VERIFICATION LETTERS:** You may request in writing from the Graduate College a letter of verification indicating that “fulfillment of degree requirements is in progress”, or a letter stating “all degree requirements are completed” (this letter is only for students finishing all coursework after Summer Session I, or statewide students finishing course work mid Fall or Spring term). We do not provide a letter stating that your degree has been conferred. Include your name, NAU ID#, degree program, the address and/or fax number to which you want the verification letter sent, your telephone number and address. Send your request to the Graduate College, Box 4125, Flagstaff, AZ 86011-4125 or e-mail the information to Lucinda.Topham@nau.edu. **YOU MUST HAVE AN APPROVED APPLICATION FOR GRADUATION ON FILE BEFORE A VERIFICATION LETTER CAN BE REQUESTED.**
- **DIPLOMA MAILING:** Every effort is made to mail diplomas 4 weeks from the date your degree was posted to the transcript. **NOTE:** Any financial hold placed by the Bursar’s Office will prevent the mailing of your diploma. If you have not received your diploma within 60 days of your graduation date, please contact the Graduation Coordinator at (928) 523-9636.