



Attention NAU Graduates



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

- **CONFIRMATION:** A confirmation email will be sent to your NAU account once your application has been reviewed and approved by your college and processed at the Registrar's Office (in Gammage, Building #1).
- **REGALIA:** Cap, gown, and announcement information can be obtained through the NAU Bookstore <http://www.nau.edu/bookstore> or by phone at (928) 523-4041 or (800) 426-7674.
- **STUDENT RECORDS CONFIDENTIALITY:** If you have elected to have your directory information unpublished and **do not** want your name to appear in the commencement program, please stop by the Registrar's Office in Gammage Room #117 and complete a Commencement Waiver Form. If you have requested confidentiality of your student records, please be aware that NAU cannot verify your degree or enrollment via phone. You may want to update your information restrictions via LOUIE prior to leaving NAU.
- **GRADUATION APPLICATION CHANGES:** If you are making changes (other than name and address) after submission of your graduation application you and your college must complete a graduation addendum form. Your college will submit the completed Addendum form to the Registrar's Office. The Addendum form can be found at: <http://www4.nau.edu/registrar/> under forms.
- **NAME CHANGES:** Name displayed on your diploma can only reflect names you attended NAU under. If you changed your name during the term, submit a name change form with supporting documentation to the Registrar's Office.
- **DIPLOMA MAILING:** If you change your address after submitting your graduation application, please notify the Registrar's Office graduation area @928-523-5363 immediately of the new diploma address to ensure your diploma will be mailed to the correct address.
- **DEGREE POSTING:** Approximately 2-4 weeks after the end of the term you will receive an email to your NAU account informing you when your degree was posted and when to anticipate receiving your diploma. If, however we are unable to post your degree you will receive an email with an explanation and what follow up is required. You can view your transcripts on LOUIE at Student Center> Academic History> Other Academic> Unofficial Transcripts> Unofficial Transcripts. Please check your NAU account to ensure there are no **"HOLDS"** on your student account. **Your diploma cannot be mailed to you until all "HOLDS" are cleared.**
- **OFFICIAL TRANSCRIPTS:** Official Transcripts showing your degree can be obtained from the Registrar's Office. The cost is \$10.00 per copy after July 1st 2007. Be sure to check the "Hold for Degree" checkbox on the request form to ensure that your degree posting appears on the transcripts. Please be aware that all "holds" on your NAU account need to be cleared before official transcripts can be sent out. You can obtain a transcript request form at <http://www4.nau.edu/registrar/> under forms or at the Registrar's Office. If you have an URGENT need for transcripts reflecting your degree, please submit your request indicating that a RUSH is necessary. Please include the normal charge plus the standard rush fee of \$10.00.

Northern Arizona University
Office of the Registrar
Undergraduate Graduation Application Checklist

INSTRUCTIONS: Copies of your degree progress transcripts and department check sheet (available from your department), are required to complete your application and these must be attached to the application when it is submitted to the Registrar's Office. All applications must be typed or printed with black ink. Applications that are not printed using black ink and are not legible will be returned to the appropriate College. Students receiving a dual degree must complete two separate graduation applications.

___ **STATEWIDE LOCATION:** If you are a statewide student, enter your location on the top line provided.

___ **RECEIPT/FEE PAYMENT:** Pay the \$10.00 graduation fee by bringing payment to the Bursar's office located in the main lobby of the Gammage building. Other payment options are: credit card fax payment at 928-523-0009, credit card phone payment at 928-523-1122, or credit card web payment at <https://www.nau.edu/bursar/credit.htm>. **For students receiving a dual degree**, two separate applications must be completed and two separate fees must be paid. If you are receiving a **certificate** with a degree, there is no additional fee. If you are receiving additional certificates an additional \$10.00 fee is required **for each additional certificate** and the "**Certificate Application**" needs to be submitted. Your adviser should verify the receipt number and enter the number on this line. If there is not a receipt number on your application when it is received by the Registrar's Office, it may delay the processing of your application. If payment cannot be verified, your application will not be processed. You will be contacted for payment. You must clear all **HOLDS**. Diplomas cannot be mailed if there are any **HOLDS** on your account.

___ **CATALOG OF GRADUATION:** List the catalog you are using to certify your graduation requirements. (e.g. ,2003-2004)

___ **CONTACT PHONE NUMBER:** Enter your contact phone number.

___ **FULL NAME:** Enter your first name, middle name, and last name as you want them to appear on your diploma and in the commencement program. **Only names or versions of your name i.e.: Cynthia vs. Cindy can be used.** If you have changed your name since being admitted to NAU, complete a name change through the Registrar's Office. **The NAU commencement programs contain only the names of students who plan to complete their graduation requirements by the end of the term in which they have applied. Summer undergraduates need to follow the spring deadlines and winter undergraduates follow the fall deadlines.** If you miss the application deadline (see enrollment calendar on Registrars homepage), your name may not appear in a commencement program.

___ **ID:** Enter your NAU identification number.

___ **DIPLOMA MAILING ADDRESS:** Enter your Diploma mailing address. At the time you submit your graduation application, the diploma mailing address will be updated. **Diplomas** are mailed to this address. Every effort is made to mail your diploma within 2 weeks after your degree has been posted. If your diploma address changes after your graduation application have been submitted, you must contact the Registrar's Office to update your diploma mailing to ensure you will receive your diploma. Please contact the Graduation Coordinator at (928) 523-5363, if you do not receive your diploma within 90 days of your graduation date.

___ **DEGREE:** Enter the type of degree you will receive (Bachelor of Arts, Bachelor of Science, Bachelor of Science in Education, etc.) as listed in the appropriate catalog.

___ **TERM OF GRADUATION:** Enter the appropriate term (Fall, Winter, Spring, Summer) and the year that all course work and graduation paperwork will be completed.

___ **DUAL DEGREE:** Circle "Yes" if you are receiving a dual degree. Circle "No" if you are not receiving a dual degree.

___ **MAJOR(S):** Enter your major as it is stated in your catalog, followed by the name and telephone number of your major adviser. If you are receiving one degree with a dual major, you need to provide both majors here, as well as the names and telephone numbers of both advisers. Enter the major code. Your adviser has a complete listing of plan codes. A complete listing of major codes can be found at <http://www4.nau.edu/degreeaudit/>

___ **MINOR:** If you have a minor, enter the name of your minor as it is stated in your catalog, followed by the name and telephone number of your minor adviser.

___ **EMPHASIS:** Enter the name of your emphasis as it is stated in your catalog.

___ **CERTIFICATE:** Enter the name of your certificate as it is stated in your catalog.

___ **ADDITIONAL CERTIFICATES:** Circle "Y" if you are receiving additional certificates. Circle "N" if you are not receiving additional certificates. Additional certificates require a separate certificate application.

___ **REMAINING COURSES TO BE COMPLETED** (including courses currently "In Progress"): Enter all remaining courses to be completed. Be sure to include the University/College abbreviation (Northern Arizona University = NAU), the course prefix (English = ENG), course number (English 105 = 105), credit hours, term /year you plan to take the course (Fall 2004, Winter 2004, Spring 2004, Summer 2004). Complete the column marked "*" as applicable.

___ **ADDITIONAL INFORMATION:** If more space is needed for courses in progress classes, use page 2 to enter classes and attach to graduation application.

___ **"**" and "***":** The Column with "*" and "***" will be completed by your college or advisor.

___ **REQUIREMENTS MET:** Check appropriate boxes. If a box is not checked, the "courses in progress or to be completed" must fulfill these requirements and will be verified.

___ **TOTAL HOURS COMPLETED:** Enter the number of hours you have completed to date (NAU and transfer). **This must correspond to the NAU transcripts you turn in with your application.**

___ **CURRENT GPA:** Enter your cumulative GPA as it now appears on your NAU transcripts. (Your minimum cumulative GPA must be 2.0 or greater to graduate unless your college specifies a higher minimum cumulative GPA).

___ **REMAINING HOURS IN PROGRESS OR TO BE COMPLETED:** Enter the number of credit hours that are currently in progress or yet to be completed, include all work to be transferred to NAU. This number should be the same as the number of credit hours listed in the block "REMAINING COURSES TO BE COMPLETED". All transcripts should be sent to the Registrar's Office, PO Box 4103, Flagstaff, AZ. 86011-4103.

___ **STUDENT WILL GRADUATE WITH ___ HRS:** Enter the total number of hours you will graduate with after all grades and transfer hours have been posted to your NAU record.

___ **TOTAL HOURS REQUIRED FOR DEGREE:** Enter the total number of hours required for your degree as specified in your catalog. **This number will differ for students earning a second bachelors degree (please refer to your catalog).**

___ **VERIFICATION SIGNATURES:** Student signature and date are required. Students graduating from the University Honors Program and/or receiving a minor or certificate(s) outside of their major must obtain the appropriate signatures prior to obtaining their major department signatures. **All students are required to obtain signatures from their major adviser, department chair (if applicable) and dean.** If a student has two majors, a signature must be obtained from each major adviser, department chair (if applicable) and dean. Applications must be sent to the Registrar's Office by your College. **Applications will NOT be accepted if hand carried by the student.**

OTHER IMPORTANT INFORMATION:

The following items should be attached to the application. Curriculum check sheet, Degree Progress Report, petitions, waivers, and exceptions to major and minor requirements as applicable.

Any changes to this application must be submitted to the Registrar's Office on a signed "Graduation Addendum" form (other than address and name changes). The addendum is a form used to add, delete, or change items on your graduation application including your graduation date. The student, adviser, and college dean must sign the form before forwarding to the Registrar's Office. The Addendum form is located at <http://www4.nau.edu/registrar/> under forms, at your adviser/chair/dean offices or at the Registrar's Office.

Continuous enrollment at NAU must be maintained, as defined by the university catalog. If you do not maintain continuous enrollment (three consecutive terms of no enrollment), you may be required to be readmitted to NAU and follow the policies and conditions for graduation in effect at that time. Transfer work applying to your degree, as listed on this application, must be received during the continuous enrollment period.

If you have a block placed on your student information the Registrar's Office will not be able to verify your past enrollment or your degree until this block has been removed. You must update your student information restrictions using the LOUIE system if you wish to have your degree verified.

If you have questions regarding the "Undergraduate Application for Graduation," please contact your adviser or the Graduation Coordinator at 928-523-5363 or by e-mail at Undergraduate.Graduation@nau.edu .

