



# Instructions for completing the Undergraduate Application

**Please read the instructions carefully before submitting your Application for Graduation.**

**Box ①** The Application for Graduation must have your advisor's signature before it will be processed. This is your final opportunity to ensure that you will meet all of the course requirements for graduation.

**Box ②** Use block letters to print your name as it is to appear on your diploma. It is very important that you **print clearly** in order to eliminate any errors in spelling. All efforts will be made to contact you to verify any spelling that is in question; however, you hold the ultimate responsibility for correct spelling. Indicate any spaces, hyphens, capital letters, commas or other markings that should be included in your name. This form is marked with your first name first, then your middle or second name, third name and then your last name. This is the order that will be printed on the diploma.

**Box ③** Print your address to which the diploma is to be mailed. Diplomas are mailed approximately 6-8 weeks after the official conferral date. Please plan ahead and include an address that will be available at that time. **Do not** list a dormitory or Cokesbury address if you will be moving at the end of the semester.

**Box ④** Mark which degree you are applying for. If your program includes a major and/or a minor, include that information in the space provided. If you are unsure about which program you should mark, please check with your advisor or with the Registrar's Office.

**Box ⑤** Mark which term you will complete your requirements by inserting the last two digits of the year. OCU has three conferral dates per year. Please do not change the listed terms.

**Please understand this date is for your diploma and does not pertain to the commencement ceremony!**

- If you will complete your course work at any time after the Summer conferral date and before the December conferral date, you will be a December graduate.

**\*\*\*You are expected to walk in the May ceremony following your graduation.\*\*\***

- If you will complete your course work at any time after the December conferral date and before the May conferral date, you will be a May graduate.

**\*\*\*You are expected to walk in the May ceremony of your final semester.\*\*\***

- If you will complete your course work at any time after the May conferral date and before the Summer conferral date, you will be a Summer graduate.

**\*\*\*You are expected to walk in the May ceremony prior to your final term.\*\*\***

**Box ⑥** Sign, date and include your student ID number and a current e-mail address. Your e-mail address may be used to contact you regarding your diploma. PLEASE PRINT CLEARLY.

**Box ⑦** Do not write in Box ⑦. This box is for **Office Use Only**.

**Refer to the appropriate Undergraduate Catalog for more information about Graduation Procedures**

**DIPLOMAS WILL BE AVAILABLE WITHIN 8 WEEKS AFTER THE GRADUATION DATE.**