

Complete application form with your academic advisor. All information is required. Incomplete applications will not be accepted and will be returned to the academic advisor. (TYPE ALL INFORMATION).

Name: _____		Banner ID: _____	
(As you would like it to appear on diploma)			
Mailing Address: _____	City: _____	State: _____	Zip Code: _____
ACES E-mail: _____		Phone Number: _____	
(All Graduation updates will be sent to your ACES e-mail)			
Are you a member, reservist or veteran of the United States Military? YES NO		Last Term Attended: _____	
Non-Enrolled/ Inactive Student		Policy F.6.4-Auto Credential	
		Reverse Transfer	
Degree Type: _____		Concentration Code: _____	
Field of Study: _____		Catalog Year (ex: 2011-2012): _____	
Consent CSI Report		SGASTDN Consent	

**GRADUATION CHECKLIST (All items must be completed):**

- Meet with your advisor to complete an official GPS degree audit
- Attach a copy of your GPS degree plan or transfer plan to the Application
- Submit ALL official documentation (Transcripts, CLEP, Military Credit ), if applicable
- Meet Residency: 25% of the degree coursework must be completed at PAC
- Have a cumulative 2.0 GPA or higher and be in Good Academic Standing
- Apply for graduation online via ACES. Follow the steps provided. →
- Verify TSI Status

**ACES Application Steps**

1. Log on to your ACES account.
2. Click on Student Tab.
3. Click on Web Services.
4. Click on Student and Financial Aid.
5. Click on Student Record.

**The Graduation Ceremony is held once a year in the Spring. It is important that you check your ACES e-mail for official information and updates.** Participation in the ceremony does not ensure you have completed your degree requirements.  
**Diplomas will be mailed to the address listed above 8-10 weeks after the end of the semester.**

**Do you wish to participate in the graduation ceremony? YES NO**

If yes, your cap and gown will be ordered free of charge. **Height:** \_\_\_\_\_

**Weight:** \_\_\_\_\_

Students with disabilities attending the ceremony can request reasonable accommodations through the Disability Support Services office at 210.486.3020. A 72 hour advance notice to arrange accommodations is required.

**Required Signatures**

I \_\_\_\_\_ understand that if I fail to meet the above requirements, my graduation can be delayed or postponed until the next-conferring semester.

(Pertains to Graduation Commencement Deadline Only)

Student Signature: _____	Date: _____
<small>Students consent via email is acceptable; Please attach to Graduation Application</small>	
Advisor Printed Name: _____	Date: _____
Advisor Signature: _____	

**For Graduation Office Use Only: DO NOT WRITE BELOW THIS LINE.**

Semester: _____	Reviewed: _____	Database: _____	SHADEGR: _____	SHAGAPP: _____	SGASTDN: _____
GPA: _____	Hours Enrolled: _____	Lacking Course/Substitution: _____			
Residency: Yes No	Hours Lacking: _____	Notes: _____			
		Holds: _____	Complete: _____		