



# Northeast Lakeview College Graduation Application

Associate of Arts--Associate of Science--Associate of Arts in Teaching

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## **Step 1: Personal Information**

Banner ID: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_  
(Please Print) Last Name First Name M.I.

Former/Maiden Name(s): \_\_\_\_\_  
Last Name First Name M.I.

Desired Name on Diploma: \_\_\_\_\_  
(No nicknames) Last Name First Name Middle Name

Address: \_\_\_\_\_  
Zip Code

E-mail Address: \_\_\_\_\_ Day Phone: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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## **Step 2: Academic Information**

1. When do you intend to complete your degree? \_\_\_\_\_

2. What catalog year are you using for graduation? \_\_\_\_\_

3. What is your pre-major at Northeast Lakeview College? \_\_\_\_\_

4. What is your degree? \_\_\_\_\_

*Student Leadership Institute Member: Yes ( ) No ( )*      *Phi Theta Kappa Member: Yes ( ) No ( )*

**Previous Colleges or Universities Attended**

College/University Full Name and State	Dates Attended

**Step 3: Commencement Information**

1. Will you be participating in the Commencement Ceremony?    Yes ( )            NO ( )

a. If yes, please provide the following information:

Height (Feet and Inches)\_\_\_\_\_

Gown Size:    Regular ( )            1X ( )            2X ( )

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**Step 4: Personal Responsibility**

The semester before you plan to graduate – You are responsible for:

1. Submitting a graduation application on or before the deadlines for Fall (October 1), Spring (March 1), Summer (July 1) graduation.
2. Ensuring official transcripts from all institutions are on file in the Student Success Center.
3. Ensuring that all non-traditional credit (CLEP, Advanced Placement, Military, etc.) is recorded in the Student Services Office.
4. Making arrangements at the other institutions to have final grades sent to Northeast Lakeview College by the end of the semester, if you are taking courses at another institution during your final semester.
5. Clearing all account balances owed to the Alamo Colleges and consulting the Financial Aid staff regarding any outstanding student loans.
6. Clearing any holds on your records.
7. Completing all course requirements as prescribed by the chosen degree plan **prior** to the end of the semester for which you are applying for graduation.
8. Attend a Graduate Resume Workshop or individual appointment with The Office of Career Services and Job Placement. Date: \_\_\_\_\_. Failure to complete this requirement will result in a student services hold.
9. Making sure that you are in **GOOD scholastic standing**.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INSTITUTION OF TRANSFER: \_\_\_\_\_

\*\*\*\*\**For Office Use Only*\*\*\*\*\*

<i>Evaluation Sent:</i> _____	<i>Student Leadership Institute: Yes ( ) No ( )</i>
<i>Commencement letter Sent:</i> _____	<i>Phi Theta Kappa: Yes ( ) No ( )</i>
<i>Final Approval and Posted:</i> _____	<i>Honors Eligible: Yes ( ) No ( )</i>
<i>Diploma Sent:</i> _____	

*Evaluator Signature:* \_\_\_\_\_ *Date:* \_\_\_/\_\_\_/\_\_\_\_\_

ADVISOR SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

Printed Name: \_\_\_\_\_