

GRADUATION APPLICATION COVER SHEET

Name: _____ Banner ID # _____ Phone: (____) _____
LAST FIRST MIDDLE
(PRINT NAME CLEARLY)

Diploma Mailing Address: _____ City: _____ State _____ Zip _____

ACES Email: _____@student.alamo.edu

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL BE RETURNED TO THE ACADEMIC ADVISOR

ONE APPLICATION IS REQUIRED FOR EACH DEGREE/ CERTIFICATE SOUGHT

Catalog year used to perform audit (ex: 2016-2017): _____ Current Year and Semester Applying (ex: Fall 2018): _____
Degree Type: (ex: AA, AAS, AAT, CERT1, CERT2) _____ Field of Study / Major: _____

GRADUATION CHECKLIST Meet with your ADVISOR to apply for graduation.

- Apply for graduation online via ACES with your ADVISOR.
- Meet 25% Residency at San Antonio College.
- Primary Institution **MUST BE** San Antonio College or
 - Primary Institution has been submitted.
- All equivalencies and substitutions forms, CLEP, and Military credits **MUST BE** submitted and filed in the Admissions & Records Office.
- Have a cumulative 2.0 GPA or higher and be in Good Academic Standing.
- Verify TSI Status, if required or not required.
- ALL OFFICIAL TRANSCRIPTS, high school/colleges/universities, **MUST BE ON FILE** with Admissions & Records Office, FAC 216.
- Policy F.6.4 – Auto Credential, if applicable.
Student Consent Yes No

The Commencement Ceremony is held once a year in May. It is important you check your ACES email for graduation information and updates.

*Participation in the ceremony does not ensure you have completed ALL graduation requirements. *Distribution of Cap & Gown and to ensure your name **will appear** in the commencement program, please visit our Graduation website, <https://www.alamo.edu/sac/experience-sac/current-students/graduation/>*

****Required Initial Signatures:** I _____ have read the above statement and Graduation Commencement Ceremony deadline information regarding my name, which **MAY OR MAY NOT** appear in the commencement program in May.

The degree confirmation process takes 30 days from the end of term. Diplomas will be mailed to the mailing address listed above 8-10 weeks after the end of the semester.

Do you wish to participate in the Commencement Ceremony? ___ YES ___ NO, If YES, your Cap and Gown will be ordered free of charge. Height ___ ft. ___ in. Plus Size ___1 ___2
Students with disabilities attending the ceremony can request reasonable accommodations through the disABILITY Support Services Office at 210-486-0020, MLC 1st Floor.

Required Initial Signatures: I _____ understand if I fail to meet the graduation requirements outlined above and specified in the San Antonio College catalog, my degree award may be delayed or postponed until the next conferring semester.

Student Signature: _____ Date: _____
Advisor Printed Name: _____ Date: _____
Advisor Signature: _____ Advisor Email: _____

For Admissions and Records Office Use Only: DO NOT WRITE BELOW

Reviewed: _____ GPA: _____ Residency: ___ Yes ___ No Holds: _____ Notes: _____



COMMENTS/NOTES:

1) _____

2) _____

3) _____

4) _____

5) _____

Advisor Signature: _____

Date: _____

6) _____

7) _____

8) _____

9) _____

10) _____
