

**Texas A&M University – Central Texas
Office of the Registrar**

Application for Masters or Baccalaureate Degree

Graduation website:

<http://www.tarleton.edu/centraltexas/graduation.html>

DEADLINES TO FILE FOR GRADUATION

January 15th for spring 2010

April 15, 2010 for summer 2010

September 4th 2010 for fall 2010

Return the completed forms to records window for undergraduate, or room 145 for master students.

Fill out the attached forms and take them to your advisor for signature. Make sure your student email account is active. Information concerning graduation will be emailed to your student account.

Caps, Gowns and Hoods: You will need to order your cap, gown and hood (master degree students) during the semester you are graduating. Check your **STUDENT E-MAIL** account for date, time and location.

Invitations/Rings: Jostens or Herff Jones comes to the campus every semester for students who wish to purchase invitations. TAMUCT class rings will not be available for approximately 1-2 years. The institution will undergo a branding process to adopt a school mascot, colors, and seal. The seal will then be a part of the ring design process. These two processes are lengthy to ensure the institution is well represented symbolically for current and future students of Texas A&M University - Central Texas. Please indicate on your graduation application if you would like to receive a notification when the TAMUCT class rings become available for purchase.

Graduation Place: *See graduation website.* You will need to report an **hour prior** to graduation. You will receive a letter 4-6 weeks prior to graduation with general information.

Diplomas/Transcripts: You will **NOT** receive a diploma the day of graduation. They will arrive approximately 4 to 6 weeks after graduation. To order transcripts written requests are located at the records office. If you need proof of graduation prior to this time a letter of completion can be done contact Dawn Brewer at 519-5451 for (undergraduates) or Theresa Newberry room 145, 519- 5419 for (graduates).

Walking: If you change your mind about whether or not you intend to walk at graduation, please contact Dawn Brewer in registrar's office at 519-5451.

Honor Cords: You will be allowed to wear honor cords from your honor societies. You will need to get these prior to graduation. Check with your particular honor society for these cords. If you qualify for university honors, your name and graduating honor will be announced at the ceremony.

UNDERGRADUATES: If you are taking classes at another institution it would be wise to hand carry a transcript to the admissions window after your grades are posted. This will expedite the posting of your degree.

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Application for Masters or Baccalaureate Degree**

Master candidates return completed application to room 145. Undergraduates return completed application to the records window.

This sheet must be completed and signed by your advisor in order for you to apply for your degree.

NAME _____ **ID#** _____
(Full legal name)

NAME _____ **HOMETOWN** _____
(As you would like it to appear on your diploma) (To be listed in commencement program)

PHONE _____ **EMAIL ADDRESS:** _____

CURRENT ADDRESS _____
Street or box No. City State Zip

DIPLOMA MAILING ADDRESS (Diplomas will be available 6 weeks after the graduation ceremony)

Street or Box No. City State Zip

I hereby apply for the Degree of _____ ***Major*** _____

Concentration/Option _____ ***Academic Minor*** _____

to be conferred on Summer 20 _____ ***Fall 20*** _____ ***Spring 20*** _____

According to the curriculum outlined in the TAMUCT catalog dated:
(Year of catalog) _____

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Yes, I will attend the Commencement ceremony.

No, I will not attend the Commencement ceremony.

Yes, please contact me when the Texas A&M University-Central Texas ring becomes available.

Upon completion of the work on the Final Check Sheet, I shall have fulfilled all the requirements for my degree. ***I understand I must submit a new application if I do not meet the requirements for my degree in the semester indicated.*** Initials _____

Signature of Applicant _____ **Date** _____

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Signature of Applicant _____ **Date** _____

To be filled out when diploma is picked up

FORM TO BE ATTACHED TO ALL APPLICATIONS FOR A DEGREE

Final Check Sheet

Student's Name _____ **ID#** _____ **Date** _____

Semester of Graduation: **Spring** _____ **Summer** _____ **Fall** _____

Degree _____ **Major** _____ **Catalog Year** _____

Concentration/Option _____ **Minor** _____

Undergraduates: Has student passed Writing Requirements? **Yes or No**

Graduates: The program Comprehensive Exam was passed on _____, or is scheduled for _____. The student has been advised that he/she must pass the comprehensive exam in order to graduate? **Yes or No.**

I have advised the student on the required course work to satisfy the degree audit. Upon completion of the advised course work, I verify that the online degree audit will be up-to-date and all degree requirements will be satisfied.

DEGREE REQUIREMENTS (to include transfer courses)

Spring _____	Summer _____	Fall _____

Minor Requirements

I certify that courses already completed and those listed on the Final Check Sheet complete the specific course requirements for the above student's degree.

Student Signature _____ **Date** _____

Advisor Signature _____ **Date** _____