

APPLICATION DEADLINE:

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: _____
First Middle Last Suffix
(As you would like it to appear on diploma)

Banner ID: _____

Mailing Address: _____ City: _____ State: _____ Zip Code: _____

ACES E-mail: _____
(All Graduation updates will be sent to your ACES e-mail)

Phone Number: _____

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 Auto Degree Consent CSI Report

Degree Type: _____ Concentration Code: _____

FOS/Major: _____ Catalog Year (ex:2019-2020): _____

Alamo Institute/Program: _____ CCRSM (for HSP use only): _____ SGASTDN Consent _____

GRADUATION CHECKLIST (All items must be completed):

- | | |
|--|--|
| Meet with your advisor to complete an official GPS degree audit | Intent to Graduate in ACES: |
| Attach a copy of your GPS degree plan or transfer plan to the Application | Log on to your ACES account. |
| Submit ALL official documentation (Transcripts, CLEP, Military Credit), if applicable | 2. Click on Student Tab. |
| Meet Residency: 25% of the degree coursework must be completed at PAC | 3. Click on Web Services. |
| Have a cumulative 2.0 GPA or higher and be in Good Academic Standing | 4. Click on Student and Financial Aid. |
| Apply for Intent to Graduation online via ACES. Follow the steps provided. → | 5. Click on Student Record. |
| Verify TSI Status | |

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:** _____
Students consent via email is acceptable; Please attach to Graduation Application

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: _____

Submit completed Graduation Packet to the office of Admissions and Records located in the Palomino Center, 117