ALAMO COLLEGES
PALO ALTO COLLEGE

GRADUATION APPLICATION

APPLICATION DEADLINE:

Complete application form with your academic advisor. All information is <u>required</u>. Incomplete applications <u>will not be accepted</u> and <u>will be returned</u> 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 <u>8-10 weeks after the end of the semester</u>.

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 <u>completed</u> Graduation Packet to the office of Admissions and Records located in the Palomino Center, 117