GRADUATION APPLICATION CHECK LIST

1. COMPLETE THE APPLICATION IN ITS ENTIRETY. Incomplete and/or inaccurate applications will be returned.
2. A separate application is required for each degree, diploma and/or certificate.
3. An accurate Degree Audit Report (DARS) must be attached. The audit must be for the major you indicated on your application and it must read “ALL REQUIREMENTS COMPLETED – IN PROGRESS COURSES USED” or “ALL REQUIREMENTS IDENTIFIED BELOW HAVE BEEN MET”.
   - To correct your major or catalog year term, contact the Admissions Office.
   - If your audit indicates a requirement is missing, you must meet with your advisor/counselor to resolve the issue before submitting the application. Course Waivers and Student Petitions can take several weeks to process. Plan accordingly.
   - Applications submitted without a complete DARS will not be processed and will be rejected.
   - Your DARS audit can be accessed through eServices. Be sure to click the ‘printer friendly’ button at the top of the audit before printing it.
4. If you are transferring in courses for your last semester, indicate the courses and the school they are transferring from in the “Student Notes” section of the application.
   - All notifications regarding your application, graduation, and commencement will be sent by an automated process to your Ridgewater student EMAIL. Be sure to check your email on a regular basis.
   - If you are not a current student, the personal email listed on the graduation application will be used.
5. Mailings for the commencement packet and diplomas will be sent to the permanent address listed on file.
   - Review your student record through your eServices account to make sure your name, address, phone number and email addresses are correct. This is the information that will be used to contact you regarding graduation. It is your responsibility to make sure the information on file is accurate.
6. Applications that are received after a term has concluded will not be back-dated more than one term from the current term.
Please complete the following steps:
Fill out forms below
Print
Sign
Drop off or mail to one of the addresses

Last Name:  
Student ID:  
Major:  
Graduation Term:  
Award:  

First Name:  

(Office Use only: Major Code: )

Year:  

Hometown information is printed in the commencement program and is used to notify newspaper graduation publications.

Hometown Zip Code:  
City:  
State:  

Publication of your name as a graduate is based on the Data Privacy Form completed at Orientation.

Student notes to Registrar:

By signing this application you are indicating that you have read through the check list, understand you will receive graduation notifications, and that your contact information is updated and accurate.

Signature:  
Date:  

If you are not a current student, please supply us with a personal email address.

For office Use Only:
- You have met all the requirements toward graduation with successful completion of in-progress courses.
- Your application is incomplete.
- Residency Met
- PTK
- Award Mailed:  
- Degree Entered:  

Registrar Notes:

**********Please fill out the Career Services form below.**********
RIDGEWATER COLLEGE

Current Graduate Career Servic Registration Form

Last Name: ____________  First Name: ____________
Address where you can be reached after graduation: ____________
Program/Major: ____________

If in Nursing Program (check one): ☐ PN ☐ RN
Campus: Select...
Student ID: ____________  Graduation Date: ____________
Phone #: ____________  Cell Phone #: ____________

Personal Email Address: ________________________________

Please fill out the red section that applies to you.

Employment
Do you already know where you will be working after you graduate? Yes ☐ No ☐
If yes, please share your employment information below.
Name of Employer: ____________________________
City/State: ____________________________  Job Title: ____________________________
Is the job related to your training? Yes ☐ No ☐
Beginning Salary (optional): ____________________________
☐ Full Time ☐ Part Time  Starting Date of Employment (month/year): ____________

Continuing Education
Are you planning to continue your education after graduation? If so, where?
Name of College: ____________________________
City: ____________________________  State: ____________________________

Career Services Assistance
Are you interested in receiving Career Services assistance? Yes ☐ No ☐
Services available for your use: receive job postings website (www.collegecentral.com/ridgewater), review of
resume and cover letters, mock interviews, phone, fax, computer, and printer usage available.

Permission for release of information
I give the Career Services staff permission to release my contact information to prospective employers. (This
not include grades or instructor references) Yes ☐ No ☐ If no, Career Services staff will NOT be able to rel
your contact information to employers when they call our office.

Signature: ____________________________  Date: ____________

Print and sign when done.