

FAYETTEVILLE STATE UNIVERSITY
Undergraduate Application for Graduation

Instructions for Applying for Graduation

1. You must have at least 90 earned credit hours to file a graduation application.
2. It is your responsibility to meet with an advisor to ensure that you are on-track to graduate. ***It is not the responsibility of the registrar's office to ensure you are meeting the requirements of your major (courses, credit hours, grades and GPA).***
3. You must complete your degree evaluation using CAPP and review it with your advisor before you submit this application (please see the second side of this application for further instructions)
4. You must pay the \$50 application fee, or the University will place a hold on your account. You will not receive your diploma or official final transcript with this hold. For each additional degree earned simultaneously, a \$10 fee will be charged.
5. Please check how your name appears in Banner, as that is how it will appear on your diploma.
6. Please check that your address is correct in Banner, as that is where we will send critical information (such as your final transcript).
7. Check that your major, minor and/or concentration is listed correctly in Banner. If not, please contact your department.
8. Please send this application by email submission above, or email to regcomm@uncfsu.edu (save & attach) or print and mail/bring to:
The Office of the Registrar, 3rd Floor Lilly Gym Building, 1200 Murchison Road, Fayetteville, NC 28301
9. You must submit the Application for Graduation by August 30 for the Winter (December) Commencement and January 30 for Spring (May) Commencement. If you submit your application late, ***your name will not appear in the commencement program.***
10. If you do not graduate as planned, you must notify the Registrar's Office to change your graduation date. If you fail to notify us you will not be able to register for the semester following your intended graduation semester.

UNLESS OTHERWISE INDICATED, YOU MUST COMPLETE ALL OF THE FOLLOWING FIELDS

Graduation Fee Receipt Transaction #

Banner ID _____ Current Phone _____ FSU Student Email _____
(Area Code and No Dashes)

First _____ Middle _____ Last _____

Your name will appear on your diploma as it appears in Banner. Please come to the 3rd floor of the Lilly Building with any name changes or corrections, with proper documentation (such as a recent drivers license, court documents, etc).

Street Address _____

City _____ State North Carolina Zip _____

Expected Grad Date

Month and Year Admitted or Readmitted to the University (Ex. May 2008) _____

Degree Sought (check all that apply) BA BS Teaching Non-Teaching

Major (Indicate IF this is an online major) _____ 2nd Major _____

Concentration (if applicable) _____ 2nd Concentration (if applicable) _____

Minor (if applicable) _____ 2nd Minor (if applicable) _____

Sign or Type in Your Name Date Field

PLEASE NOTE: The Office of the Registrar Staff Cannot Offer Academic Advising

You must see your advisor and/or department to ensure that you are in and/or have completed all the required courses, have the required number of credit hours and the required grade point average of your major. You must check your CAPP regularly.

The Registrar's Office will begin the final graduation clearance process, when faculty submit final grades about one week prior to commencement. Please do not wait until then to find out that you have not completed all of the necessary requirements to graduate.

- By checking, I certify that I am applying to graduate and have read and understood my responsibilities in this process.

MAKE SURE TO KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS

INSTRUCTIONS

How To Run Your Degree Evaluation Using CAPP

1. Open the University website (<http://www.uncfsu.edu/>)
2. Go to (http://www.uncfsu.edu/registrar/degree_evaluation/Student_How_To_Run_CAPP_FAQ.pdf) and follow the instructions or
From the homepage, select Academics, Under Academic Support Services select Registrar's Office <http://www.uncfsu.edu/registrar/>
3. Select students (from the far left side of the page)
4. Scroll down to "Graduation" and select "Important Graduation Information"
5. Select "Self-Service Degree Evaluations" from the list on the far left
6. Then select "How to Run Your FSU Degree Audit" and follow the directions in the PDF
7. Review your evaluation with your advisor before you submit your graduation application.

How to Find Your Current Curriculum Planning Guide for Manual Audits

1. Open the University website (<http://www.uncfsu.edu/>)
2. Go to Quick Links (scroll to the bottom, right of the page) and select Catalogs
3. Under Academic Catalog, click on the most recent
4. Under Academic Programs, click on your college:
<http://catalog.uncfsu.edu/ug/AS/asindex.htm> (Arts and Sciences)
<http://catalog.uncfsu.edu/ug/BN/bnindex.htm> (Business and Economics)
<http://catalog.uncfsu.edu/ug/ED/edindex.htm> (Education)
5. On your College or School page, click on your DEPARTMENT name not on the degrees (For instance, the Department of Criminal Justice and NOT Bachelor's of Science in Criminal Justice)
6. At the departmental page, scroll down to find your Curriculum Planning Guide.

SPECIAL NOTES

1. You can use the requirements of the most recent catalog or the catalog that you were admitted under, however you cannot combine the requirements of two or more catalogs to meet degree requirements.
2. If you are missing transfer equivalencies and/or you need a substitution or waiver, you must work with your advisor and department to complete these items. The Office of the Registrar cannot make changes to your record without approval from your department. Your department chair will contact the Registrar's Office with approved updates.
3. The Office of the Registrar will contact you via email, with updates using your FSU student account only. You must make sure that your Bronco email address is your "Preferred" email address in Banner, or you will not receive your updates! It is important that you check your email account on regular basis for graduation updates.
4. LATE APPLICATIONS - If you do not apply by the deadlines stated, **your name will not appear in the commencement program.** The preparation of the program begins as soon as the deadline date has passed. Additionally, if you apply late, your clearance process will be delayed.
5. Only apply for graduation if you plan to graduate in the current or next semester. If you fail to graduate for the semester that you applied, you must resubmit your graduation application. If you are reapplying within one calendar year, you do not have to pay another fee. However, you will have to pay the fee again, if you are reapplying after one calendar year.