

For Office Use Only

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PMT TYPE

# Application for July / September 2019 Degree Conferral

(circle either July or September)

Deadline for Application: March 1, 2019



The degree application fee is **\$196.00** and is due at the time of application.

**PLEASE COMPLETE BOTH SIDES OF THIS FORM**

**ANY INFORMATION LEFT BLANK MAY DELAY PROCESSING OF THIS APPLICATION.**

Student ID#: \_\_\_\_\_

Traditional Student

SPS Student

Name: \_\_\_\_\_

Please print your name exactly as it appears in your university records. This form **does not** act as a name or address change form.

**Post Graduation Address and Contact Info:** Please supply the address to which your diploma should be mailed. This address should be valid for at least two months after graduation.

Home Address \_\_\_\_\_

Cell# \_\_\_\_\_ Home# \_\_\_\_\_ Centenary E-mail ONLY: \_\_\_\_\_

I plan to participate in the May 11, 2019 commencement ceremony. Fill out the information in this shaded box. We will order your cap and gown package for pickup in early May, **ONLY** if this information is provided.

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Please circle pick-up location for Cap/Gown:      Hackettstown      Parsippany      Metro Park

I wish to participate in the **Graduate Level Hooding Ceremony** the week of commencement. *Please note, if you are participating in the hooding ceremony you need to fill out height/weight above to order your cap/gown.*

I **do not** wish to participate in the commencement Ceremony.

*Please verify all majors, minors and concentrations before filling out this form. This information can be found on your unofficial transcript. We cannot process this application until it matches the records of the Office of the University Registrar.*

**Degree (circle one)**    AA    AS    BA    BFA    BS    BSW    MA    MBA    M.Ed    MHA    EdD

<b>Major</b>	<b>Concentration</b>
<b>Minor</b>	<b>Certification</b>

*Minors and Certifications will show on the Centenary University transcript, but will NOT show on the diploma.*

Advisor Signature (required): \_\_\_\_\_

Your Signature (required) \_\_\_\_\_

**To pay by check:** Make check payable to: *Centenary University*

**\*\*To pay by credit card:** Provide the following information:

Name on the card: \_\_\_\_\_

I authorize the charging of my credit card in the amount of: \$ \_\_\_\_\_, **plus, effective 11/07/2016, a 2.65% credit and debit card service fee.**

Cardholder's Signature: \_\_\_\_\_

Credit card number: \_\_\_\_\_  Visa  MC  DISC CV code: \_\_\_\_\_ (3 digit)

Expiration date: \_\_\_\_\_ Billing zip code for above card: \_\_\_\_\_

Mail this **completed** application with payment to:

**Main Campus Students:** Centenary University, Registrar's Office, 400 Jefferson Street, Hackettstown, NJ 07840

**SPS Adult/Online:** Centenary University, Registrar's Office, 7 Campus Drive, Suite 201, Parsippany, NJ 07054

**Please note: Commencement is typically held outdoors, however, inclement weather may necessitate the ceremony being moved indoors. In case of an indoor ceremony, tickets may be issued, limiting the number of guests.**

## Commencement Participation Policy

Centenary University has *one official commencement ceremony* per year, every month of May in accordance with the University's academic calendar. Centenary's "commencement participation policy," is as follows:

- Students who complete their degree requirements by the end of the Fall Term and have their degrees conferred in January must apply for graduation in accordance with the deadlines noted in the University's academic calendar. Students who complete their degree requirements and have their degrees conferred in January are eligible and encouraged to participate in the University's May commencement ceremony.
- Students who are planning on completing their degree requirements and have their degrees conferred in May must apply for graduation in accordance with the deadlines noted in the University's academic calendar. Students who complete their degree requirements in May are eligible and encouraged to participate in the University's May commencement ceremony.
- Students who are planning on completing their degree requirements by taking courses over the summer sessions must apply for participation in the University's annual May commencement ceremony in accordance with the deadlines noted in the University's academic calendar. To be eligible to have one's degree conferred in July or September, students must comply with the following:
  - Traditional undergraduate students must be within two courses (maximum of 8 credits) and graduate students must be within two classes (maximum of 6 credits) of completion and all courses will be completed over the summer terms.
  - SPS students must be registered for their last class in their respective course sequence with a completion date of no later than the end of September.
  - All applications for graduation must be approved and signed by a student's academic advisor, program director, or program advisor, whichever one is relevant.
- Student must be in good academic standing and have a GPA of 2.0 or above overall and in their major.
- Students must be in good financial standing with the University and not have a remaining balance.
- Officially, degrees are conferred by the University four times during the year – i.e., May, July, September, and January

**One's participation in a commencement ceremony does not relieve them of their responsibility to successfully complete their program-of-study.**

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I understand my responsibilities and accept the commencement participation policy as written above.

Your Signature (required) \_\_\_\_\_ Date: \_\_\_\_\_