

GRADUATION APPLICATION

Non-Enrolled/ Inactive Students

APPLICATION DEADLINE:

Policy F.6.4-Auto Credentials

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: _____ 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: _____

Degree Type: _____ Concentration Code: _____

Field of Study: _____ Catalog Year (ex: 2011-2012): _____

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 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.

Student Signature: _____ Date: _____

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: _____

Honors: _____ PTK: _____ XAE: _____ Holds: _____ Complete: _____

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