

Graduation Application Signature Process



Complete your application for graduation and email to your advisor.



Advisor checks application for accuracy. If corrections are needed, they will send it back to you.



Once Advisor verifies it, they will sign and send the application to the UG Program Coordinator.



Program Coordinator verifies accuracy, sends back to advisor for corrections, as necessary.



Once your application is verified, the Program Coordinator sends to Chair for signature.



Chair signs and sends application to Dean of CNAH for signature.



Dean of CNAH signs and sends to Academic Affairs.



Academic Affairs signs and sends to Registrar's Office for processing.



Registrar processes your application and enters the status into Banner.



Your active graduation application appears in Banner!



College of Nursing and Allied Health

Department of Rehabilitation, Disability Studies, and Counseling Rehabilitation Services Program

Undergraduate Application for Graduation Instructions

Congratulations on your upcoming graduation! It has been a long road, but you made it, and now you are ready to get out there and change the world! But, before you do all that, you must apply for graduation. Applying to graduate is a relatively easy process, but one that does take time. Students often forget about or put off turning in applications until the last minute. **Do not put this off.** The University has a multi-step process that faculty must go through to certify your application before it goes on the Registrar's Office for final approval. **It is your responsibility to get your completed application document packet submitted to your advisor by the departmental deadline.** Check with your advisor for dates. Grad apps are required to be submitted the semester BEFORE you intend to graduate. **You must have completed all degree requirements to be allowed to graduate and participate in the graduation ceremony.** Students will not be able to participate if the requirements have not been completed. If you do not complete the graduation requirements after application, you will have to resubmit your application. If you don't have any classes, you must choose grad only course option, and you will have to pay the associated fees. Please see the student catalogue for more information.

Your graduation application will consist of the following documents:

- 1) Curriculum Balance Sheet
- 2) Transcript
- 3) The Hereafter Rule of Graduating
- 4) Candidates for the Bachelor's Degree Official Check Out Sheet
- 5) Application Data Sheet

Graduation Application process:

(ALL DOCUMENTS MUST BE TYPED)

- I. **Complete your graduation application documents**
 - a. **Fill out your curriculum balance sheet.**

To do this, you must pull up your transcript. On the first page of your curriculum balance sheet, you have a list of ALL the core course you must take to graduate. Go through your transcript, and place the grade you received in that course, and the semester you completed the course next to each of the courses that you have taken. If a course you have taken is not listed anywhere on the sheet, it will go under the section marked "free elective". Please put the number of credit hours, the grade and the semester taken for each free elective. Please note the asterisks (*), and notes next to certain courses. If you have transferred from another university, your grades will be listed as "TA, or TB, TC, etc. Just list them on the curriculum balance sheet the same way that they are listed on your transcript.

The second page lists all the departmental requirements for a bachelor's degree in Rehabilitation Services. Do the same for this page.

Note: If you have any courses listed without a course number, or any courses marked XXXB, then you must contact the Registrar's office to have your transcript further articulated. Before you call, you need to get a copy of the course catalog from your previous University and have the descriptions of each course you have taken marked with an XXXB, so that the registrar's office and your advisor can determine whether or not the credits can be accepted, and what course they will be accepted for. Please contact your advisor for more information.

Other documents: Please pay attention to the notes below to make sure that you are filling the documents out correctly. If they are not, they will be returned to you for correction, which delays the process.

b. Read and sign the Hereafter Rule of Graduating Sheet

- i. Your signature must be your actual, handwritten signature. The easiest way to do this is to type in all the other information first, then print out the sheet, sign it, and then scan it and send it to your advisor.

c. Fill out and sign the Application Data Sheet – this is all typed. Enter the data, save, and send to your advisor. Please note:

- i. Your **DEGREE** is Bachelor of Science degree
- ii. Your **MAJOR** is Rehabilitation Services.

d. Complete and Sign the Official Check Out Sheet – this can be signed electronically.

- i. Your **COLLEGE** is College of Nursing and Allied Health
- ii. Your **CURRICULUM** is Rehabilitation Services
- iii. Your **DEGREE** is Bachelor of Science degree

CANDIDATES FOR THE BACHELOR'S DEGREE OFFICIAL CHECK-OUT SHEET

SU 651

Name of Student	College College of Nursing and Allied Health
Proposed Date of Graduation May/August/December YEAR	Curriculum Rehabilitation Services
Degree Bachelor of Science	Catalog Issue Semester and year you enrolled or transferred to SU

COURSES IN PROGRESS		
COURSE	COURSE NUMBER	SEMESTER HOURS
Example: Field Experience	REHB 496	3
		Note: Pay close attention to the
		number of credits for the specific
		course. Most will be 3 credits,
		but some will be more, or less.

- Email your completed application documents to your advisor.
- Remember to do this at least 7 business days before the deadline.
- **Your advisor will check your documents, transcripts and curriculum balance sheet for accuracy.**

- If there are questions, they will contact you, but you can always send a follow up email to check for yourself.
- **PLEASE NOTE:** If your documents contain missing or incorrect information, they will be sent back to you for corrections. You should make these corrections as soon as possible, to keep the process moving.

- IV. Once everything checks out, your advisor will sign off on the document, and then send the application documents to the Undergraduate Coordinator/Rehabilitation and Disability Studies Department Chair for their approval and signature.
- V. Once the Department Chair approves, he/she will send the documents to the Dean of the College of Nursing and Allied Health for their approval/signature.
- VI. Once the Dean signs off, they will forward your documents to Academic Affairs/Registrar's Office.
- VII. You can check Banner for the status of your graduation application. If approved, it will appear there in the Student Information section under "View Graduation Application".

Southern University and A&M College

APPLICATION DATA SHEET

Social Security Number		Area Code and Telephone Number	
Last Name	First Name	Middle Name	Maiden Name
Permanent Mailing Address		City and State	Zip Code
Date of Birth (mm/dd/yyyy)	Sex _____ Female _____ Male	Marital Status _____ Single _____ Married _____ Divorced _____ Widowed	
Degree _____	Major _____	Minor _____	

Racial/Ethnic Data

- _____ Black: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- _____ American Indian or Alaskan Native: A person having origins in any of the original people of North America, and who maintains cultural identification through tribal affiliation or community recognition.
- _____ Asian or Pacific Islander: A person having origins in any the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes for example, China, Japan, Korea, the Philippine Islands, and Samoa.
- _____ Hispanic: A person of Mexican, Puerto Rican, Cuban, Central American, South American, or other Spanish culture or origin, regardless of race.
- _____ White: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- _____ Non-Resident Alien: A person who is not a citizen of the United States and who is in the country on a temporary basis and does not have the right to remain indefinitely. Resident aliens who are not citizens or nationals of the United States and who have been lawfully admitted for permanent residence (and who hold alien registration receipt cards – Form 1-551/155) are to be reported in the appropriate racial/ethnic categories along with United States citizens. *Please give your Alien Registration Receipt Card Number.*

_____ **Card Number**

The Hereafter Rule of Graduating

Failing to graduate is not the end. Indeed, there is graduation life after failure. Living in this graduation hereafter means that a student must do two things:

1. The student must RE-ENROLL at the University.
2. The student must REAPPLY for graduation.

These two things must be done at the **very beginning** of the next semester during which the student intends to graduate. If the student misses the re-application deadline for the next semester in which he or she intends to graduate, the University is not obligated to allow the student to graduate.

If a student has one or more hours of real course work that must be completed to satisfy graduation requirements, then that 1 or more hours will constitute the minimum number of semester credit hours for which the student needs to enroll. If a student has no more course work to complete to satisfy graduation requirements, the student must enroll for **Graduation Only** (0 credit hours) and pay the fees for carrying zero hours.

The bottom line is that graduating is not free. Graduation fees will be assessed each time the student applies for graduation.

Please be reminded that if a student is **absent** from the University for **two consecutive academic semesters** before deciding to re-enroll and re-apply for graduation, the student will be governed by the **University Catalog in existence upon their return**. The **graduation requirements** associated with the new catalog may be **different** from those in the previous catalog. **The student must satisfy the graduation requirements existing upon their return.**

Student's Acknowledgment of Receipt and Understanding of The Hereafter Rule of Graduating

I, _____, have read and understand
Student's Name (Please Type or Print)

The Hereafter Rule of Graduating.

Signed,

Student's Signature

S-Number

Date

CSE, 08/2017

Are you Ready to Graduate?

Undergraduate Application Checklist

Before you submit your application packet to your advisor, check out your application packet for the following:

- 1) Did you complete your Curriculum Balance Sheet?
 - a. Have you fulfilled all University Core requirements?
 - b. If you are a transfer student, have all your transfer courses been evaluated (no course numbers are listed as XXXB)?
 - c. Is your overall GPA 2.0 or higher?
 - d. Have you fulfilled all Departmental requirements (passed all REHB courses with a "C" or higher)?

- 2) Did you complete the Official Checkout Sheet?
 - a. Do you have the correct name under "College"?
 - b. Did you enter the correct name under "Curriculum"?
 - c. Did you enter the correct semester under "Catalog issue"?
 - d. Did you enter the correct course names?
 - e. Did you enter the correct course number for each course (check the catalog to make sure you have the correct course number. Rehab course numbers begin with **REHB**)
 - f. Did you include all the courses you are currently taking under "Courses in Progress?"
 - g. Did you include all the courses you have left to take in the next semester under "Additional Courses Required?"
 - h. Did you sign and date this form?

- 3) Did you complete the Application Data Sheet?
 - a. Did you enter the correct name of your degree?
 - b. Did you enter the correct name of your major?
 - c. Did you enter the correct name of your minor? (if applicable)

- 4) Did you read and complete the Hereafter Rule of Graduating Form?
 - a. Did you sign and date the form?
 - b. Did you include your S Number?

- 5) Are all the forms typed (except for signatures)?

PLEASE EMAIL YOUR COMPLETED APPLICATION DOCUMENTS TO YOUR ADVISOR.