

Application for Degree Information and Dates

2008-2009 Academic Year

Congratulations on approaching the completion of your degree at Mount Mercy College! The following information should be helpful as you begin the graduation process.

**PLEASE COMPLETE THE ATTACHED FORM AND RETURN IT TO THE REGISTRAR'S OFFICE
NO LATER THAN AUGUST 1, 2008.**

This deadline is set so that I can evaluate your file prior to your final academic year so that, if you need to, you may make changes to your registration to clear up any deficiencies. You must apply for graduation to initiate the final evaluation of your academic record, to place your name in the commencement book, to be placed on final lists for cap and gown order at the bookstore, and to exit with financial aid.

Graduation Dates for the 2008-2009 academic year are as follows:

December 13, 2008

February 7, 2009

May 23, 2009

August 8, 2009

If you complete your degree requirements on any of the above dates, you may participate in the May graduation ceremonies or you may request to have your diploma mailed to you. August candidates for degree must be registered for Summer Term course(s) to be eligible to participate in the May ceremony.

The evaluation of your file is based upon the Mount Mercy College catalog for the year that you entered the College. You are responsible for meeting all the requirements for graduation including: general education, major, minor (if applicable), grade point average, and total number of hours (123.0).

****Attention students in the ADVANCE program:** graduation candidates in the Advance program registered in either Block 7 or Block 6.T/6.S courses, will be eligible to participate in the May ceremony, however, will not be eligible for the May graduation date as these blocks are not complete until after the May graduation date. All course work for the degree must be completed prior to the day of graduation. Thus, please apply for the August graduation date.

Please feel free to contact the Registrar's Office at 363-8213, extension 1310 or by e-mail at jclapp@mtmercy.edu if you have any questions regarding the Graduation Audit process.

Again, congratulations!

Jason Clapp, Registrar

Important Contacts for Graduation Information

The following individuals play important roles in your successful graduation. They are listed by office and their phone extension, office location, e-mail address, and involvement with graduation is provided. Please feel free to contact any of the individuals listed below if you have any questions or concerns regarding graduation.

Alumni

Lonna Drewelow Ext: 1556 207 Warde drewelow@mtmercy.edu
Alumni Membership and Activities

Bookstore

Janie Mills Ext: 1209 Lundy hannasch@mmc.mtmercy.edu
Caps and Gowns

Business Office

Nancy Roush Ext: 1304 112 Warde roush@mtmercy.edu
Final Bills and Fees

Career Services

Barbara Mussman Ext: 1228 104 McAuley bmussman@mtmercy.edu
Workshops and Resumes

Library

Marilyn Murphy Ext. 1244 Busse Center marilyn@mtmercy.edu
Graduate School; Company Information

Financial Aid Office

Bethany Rinderknecht Ext. 1560 120 McAuley brinderknecht@mtmercy.edu
Exit Interviews during Spring Term

Registrar

Jason Clapp Ext. 1310 211 Warde jclapp@mtmercy.edu
Application for Degree, Graduation Audit, Diploma

Student Development Ext. 6462 100 McAuley

Honors _____
Booklet _____

Mount Mercy College Application for Degree

STUDENT ID: _____ APPLICATION FOR 2008-2009 GRADUATION DATES

ANTICIPATED MONTH OF GRADUATION:

DECEMBER 13: FEBRUARY 7: MAY 23: AUGUST 8:

NOTE: Students taking Block 6T/ 6S or Block 7 classes will apply for the August graduation date.

Do you plan to attend the Commencement Ceremony in May? Yes No

Print NAME exactly as it is to appear on your diploma and in the commencement program:

Print PHONETIC spelling of your name to assist with pronunciation at Commencement:

Print HOMETOWN, STATE, and COUNTRY (if foreign) as it is to appear in the commencement program:

Type of Degree:

<input type="checkbox"/>	Bachelor of Arts	<input type="checkbox"/>	Bachelor of Business Administration
<input type="checkbox"/>	Bachelor of Science	<input type="checkbox"/>	Bachelor of Applied Arts
<input type="checkbox"/>	Bachelor of Applied Science	<input type="checkbox"/>	Bachelor of Science in Nursing

Major: For a double major, the first major listed must coincide with the type of degree you plan to earn.
PLEASE NOTE: Official changes in major must be made in the Academic Affairs Office. Please make certain that the major(s) you list below is the one on record in the Registrar's Office.

Major 1: _____ Minor 1: _____

Major 2: _____ Minor 2: _____

Endorsements: _____

As a potential graduate from Mount Mercy College within the next calendar year, I request that my academic record be evaluated. I understand that in the event of an academic deficiency, I will be notified by the Registrar's Office. I will then respond to the Registrar's Office regarding the deficiency. Furthermore, I realize that any outstanding bills owed to Mount Mercy College must be paid before I can participate in graduation ceremonies, receive my diploma or request official transcripts from the College. I also understand as the student, I am responsible for meeting the graduation requirements.

STUDENT SIGNATURE: _____

Address where the Graduation Audit form should be sent: _____

Request to send degree: If you will not be attending commencement ceremonies and wish to have your degree sent to you upon completion of academic requirements and financial obligations, please include your mailing address here: _____