

**Your diploma will be ordered from this application. Be certain your information is clear and correct. You must complete an application for each degree and/or diploma you expect to receive. Please complete all six steps below, in order.**

**1. Legibly print or type your name as you want it to appear on your degree.**

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home or Cell Phone Number: \_\_\_\_\_

- Anticipated Completion:  Spring (Year) \_\_\_\_\_  Summer (Year) \_\_\_\_\_  Fall (Year) \_\_\_\_\_
- Do you plan to participate in the commencement exercise?  Yes  No
- Please refer to the college calendar to view application deadlines or contact Student Records at 704.922.6232.

**2. This section is to be completed by your Dean. List all courses required for graduation that are not yet complete.**

Course	Credit Hrs.	Term	Course	Credit Hrs.	Term
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

- Associate Degree Code (ex. A10100) \_\_\_\_\_  
Title (ex. Associate in Arts) \_\_\_\_\_
- Diploma Code (ex. D25100) \_\_\_\_\_  
Title (ex. Diploma in Accounting) \_\_\_\_\_
- The student has met the residency requirement (25% Associate or 50% Diploma)  Yes  No

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Business Office:** (Graduation Fee \$45) Date \_\_\_\_\_ Received by (initial) \_\_\_\_\_  
(Located in the Myers Center, Multipurpose Auditorium Side)

**4. Registrar's Office:** Date \_\_\_\_\_ Received by (initial) \_\_\_\_\_ GED/High School Transcript Received (initial) \_\_\_\_\_  
(Located in the Myers Center, Second Floor)

**5. Student Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

**Graduation Ceremony Information**

Order your cap and gown online at [www.herffjones.com/college/gaston](http://www.herffjones.com/college/gaston) or go to the College Bookstore for assistance. **(No additional fee required.)**

For information about the ceremony, please visit Graduation Central at [www.gaston.edu/records-registration/graduation-central/](http://www.gaston.edu/records-registration/graduation-central/)