



Clayton State University Graduation Application

Congratulations! You are fast approaching the completion of your degree. In order to be sure you have completed all the necessary requirements, please complete the attached application.

Return your completed application with the \$35 graduation application fee to the Registrar's Office located in STC 239. **Applications must be received by the published deadline.**

There are several key points you should be aware of:

- The application fee of \$35 must be paid when the application is turned in.
- Applications are reviewed in the order they are received.
- Processing time of applications can be several weeks. You are urged not to wait until the deadline.
- Please make sure you keep a copy of your application.
- Graduation Evaluations are sent to your Clayton State University e-mail account




Do not leave your application with your advisor. It is your responsibility to see that it is submitted to the Registrar's Office by the published deadline. The Registrar's Office will not accept late applications

Application Deadlines:

Fall Semester	June 1
Spring Semester	September 15
Summer Semester	January 30

INSTRUCTIONS FOR COMPLETING YOUR WORKSHEETS

1. Go to <http://duck.clayton.edu/> to obtain a copy of your academic record.
2. Complete all the worksheets attached to your packet.
3. Write the courses you will be using to satisfy your degree requirements in the column labeled COURSES. Please list **ONLY** those courses used to satisfy your requirements.
4. Write the grade you received in the GRADE column. Please note, transfer credit is denoted by the letter "T". It may appear as "TR" or, it may be a "T" and the grade you received in the course - example "TA". Please put whichever is appropriate in the GRADE column. **DO NOT WRITE IN THE GRADE COLUMN IF YOU HAVE NOT COMPLETED THE COURSE.**
5. Write the number of credit hours earned in the HOUR column. If you completed a course under the quarter system, cross out the semester hours, and write in the quarter equivalent.
7. All baccalaureate candidates must complete a worksheet covering Areas A – F.
8. If you have not yet taken the course, please indicate this information in the future column. For example, if you will be taking POLS 1101 during the Spring Semester 2011, put POLS 1101 in the course column and SP11 in the future column. The purpose of this is to make sure that you are taking the correct course and if there is a problem, we can correct the problem before it occurs. You do not need to notify the Registrar's Office if the semester in which you plan to take the course changes.
8. **Make a copy of your worksheet before you turn it into the Registrar's Office.** The Registrar's Office will not be able to provide you with a copy, and the summary you receive back will not make sense unless you have your worksheet that you can refer to.
-  9. **Submit your graduation application along with the \$35.00 graduation application fee to the Registrar's Office (located in the Student Center, suite 239) by the application deadline.** Graduation applications are reviewed in the order they are received. **Late applications will not be accepted.**
10. You must have an approved course substitution form on file in the Registrar's Office **IF** you will be **using any course other than what is listed in the catalog for your major.** Please consult with your advisor regarding course substitutions.
11. **What do I do if I have already received a graduation evaluation but I did not graduate in the semester that I initially applied?** You will need to contact the Registrar's Office to move your graduation date.

TIPS

- **Time Requirement:** This application will take a *minimum* of 30 minutes to complete. Please do not wait to the last minute to complete your application. It is highly recommended to meet with your advisor prior to completing your application.
- **Legislative Requirement:** The State of Georgia requires any person receiving a degree from a state supported college, to demonstrate knowledge of the history and Constitution of the United States and Georgia. Successful completion of HIST 2110 or HIST 2111 or HIST 2112 and POLS 1101 taken from a school within the University System of Georgia will satisfy this requirement. If you have transferred credit for HIST 2110/HIST 2111/HIST 2112 or POLS 1101 from an out of system school, please contact the Assessment Center regarding the legislative exams. **Please check the DUCK to determine whether or not you have satisfied this requirement.**
- **Lab Science Sequence:** You must have a lab science sequence in Area D. (Certificate and Associate of Applied degree programs are exempt.) Please consult your catalog for specific requirements pertaining to your major.
- **Grade/GPA Requirements:** You must meet the all grade/GPA requirements for your degree. Consult your catalog for specific requirements pertaining to your major.
- **College Preparatory Curriculum (CPC):** Courses used to satisfy a CPC deficiency may not be applied towards your degree. You may view your CPC status on the DUCK.
- **Residency Requirement:** The residency requirement refers to the number of credit hours that must be taken at CSU in order to graduate. For the Associate degree, a minimum of 21 semester hours taken in residence is required. At least 12 of the 21 hours must be in Area F. For the Baccalaureate degree, a minimum of 30 semester hours in residence is required. At least 21 of the 30 hours must be upper division hours counted toward program requirements other than free electives. **Individual schools of the University may specify additional requirements. Please consult your catalog for details.**
- **Graduation Ceremony:** Information regarding participating in the graduation ceremony will be mailed to you **approximately 6 weeks before the ceremony date.** Summer and Fall graduates are eligible to walk in the December ceremony, while Spring graduates will walk in the May ceremony. **If you would like to participate in the graduation ceremony, you must attend the ceremony associated with your graduation date. You will not be given the opportunity to participate in a later graduation ceremony.** If you need information regarding the purchase of your cap and gown, announcements, etc. please contact the Campus Store.
- **Diplomas:** Diplomas are ordered at the end of each semester. **Processing time is generally 8-10 weeks. You will be notified by mail when your diploma is ready.**
- **Name Changes:** If your name changes **AFTER** you have already submitted your graduation application to the Registrar's Office, you must submit a written request to change the name on your diploma and on your permanent records to the Registrar's Office. It will be necessary for you to provide legal documentation in order to change your name on your permanent records. **Your name change request must be received before the end of the term in which you have applied to graduate.**
- **Address Changes:** Please check your address via the DUCK. We must have your correct address on file. You may change your address on file by submitting a written request to the Registrar's Office.



Clayton State University
Graduation Application

Last Name: _____ First Name: _____
 Laker ID: _____ CSU Email: _____
 Address: _____
 Day Phone: _____ Night Phone: _____
 Do you have an Associate Degree? (Please select one) YES NO
 If yes, what is the name of the degree granting Institution? _____

Indicate the Semester and Year you are applying to graduate:
 Fall Spring Summer 20_____

Certificate Associate Bachelor

Major: _____ Office Technology- Legal Office Track _____
 Minor/Concentration: _____

This application is for students using the 2008-2009 Academic Catalog

Please print legibly in the box below, EXACTLY how you would like your name to appear on your diploma. If this information changes between now and the time you graduate, you must notify the Office of the Registrar in WRITING to change the name on your diploma.

**Please be aware that it is highly recommended to meet with your advisor to complete the graduation application. Not doing so, may result in a delay in the awarding of your degree or the need to take additional classes. Please meet with your advisor prior to turning your graduation application in! Do not leave your application with your advisor.
IT IS YOUR RESPONSIBILITY TO TURN YOUR APPLICATION IN TO THE REGISTRAR'S OFFICE**

Signature: _____ Date: _____

Name:	Graduation Date:
Laker I.D. #:	Catalog Year: 2008-2009
Major: Office Technology – Legal Office Track	Revised Date:

***Effective Spring 2006, a grade of C or higher is required in each Career Course.**

Certificate in Office Technology - Legal Office Track (36 hours)

Class	Grade	Credit	Comments
Lower Division Requirements (12 hours)			
OFFC 1100		3	
OFFC 1101		3	
OFFC 1111		3	
Select ONE: OFFC 2207 or MEDA 1125			
		3	
Lower Division Track Options: Legal Office (24 hours)			
OFFC 1112		3	
OFFC 2101		3	
OFFC 2112		3	
OFFC 2205		3	
OFFC 2206		3	
OFFC 2209		3	
OFFC 2250		3	
Select one: OFFC 2212 or OFFC 2222			
		3	

You MUST have credit for 36 hours on this page

Please write any questions or concerns on the back of this form.

**Turn this form into the Office of the Registrar (STC- 239) by the published deadline.
Late applications will NOT BE ACCEPTED.**