



Registrar's Office  
 1001 E Beltline Ave NE  
 Grand Rapids, MI 49525  
 (616) 222-1431 ✦ fax (616) 222-1540

**TRADITIONAL GRADUATION APPLICATION AND ORDER FORM**

**IMPORTANT:** In addition to completion of this application, you must also attach a copy of your latest **Program Evaluation** from WebAdvisor\* with the following guidelines:

1. A notation on all blank lines **when and how** you anticipate completing all missing requirements.
2. Account for all **elective credits** to reach 129 completed hrs. for a BA or 120 hrs. for a BS. (Look in the "Program Status" section for "remaining hours" to be sure you have reached the required hours. The example shows a student who has 8 hours left to complete in order to reach the required 120 hours for a BS degree.) The "remaining" number should be zero when all **elective credits** and required courses are complete.

```

*****
Program Status: In Progress
Current..... Anticipated(*),.....
Required Earned Remaining Additional Remaining
Institutional Credits: 32.00 49.00 0.00 6.00 0.00
Institutional GPA....: 2.000 2.233 Met
Combined Credits: 120.00 106.00 14.00 6.00 8.00
Combined GPA.....: 2.233 Met
  
```

(\* ) Anticipates completion of in-progress and registered and planned courses

3. The signature of your Academic Advisor on the final page of the evaluation indicating their agreement that all requirements will be completed as noted on the form.

*Applications will only be accepted when the Program Evaluation is attached and complete. (\*If you are not a current student, simply complete the application and submit an e-mail to [amy.dauer@cornerstone.edu](mailto:amy.dauer@cornerstone.edu) stating all course work is complete or indicate how remaining credits will be fulfilled.*

NAME: \_\_\_\_\_

ID #: \_\_\_\_\_ Advisor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

E-Mail Address (other than CU address) \_\_\_\_\_

1. I plan to complete graduation requirements by: December \_\_\_\_ Yr. May \_\_\_\_ Yr. August \_\_\_\_ Yr.
2. I plan to participate in the Commencement Ceremony in May:  Yes  No

Degree \_\_\_\_\_

Major or Concentration \_\_\_\_\_

Minor(s) \_\_\_\_\_

Education Program?  Elementary  Secondary

*Degrees are posted after final degree audits are completed. Diplomas are not mailed until your final bill is paid. Be sure to sign all paperwork at the HelpDesk (222-1510) to release your laptop. We cannot send your diploma without the release.*

**3. DIPLOMA ORDER**

Name to be printed on diploma: \_\_\_\_\_

Address to Mail Diploma: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. CAP AND GOWN ORDER**

If you plan to march in the May Ceremony, tell us your: Height \_\_\_\_\_ (w/shoes) Weight \_\_\_\_\_

