

DEGREE CANDIDATE INFORMATION

Senior transcripts are reviewed at the end of the Fall semester, to determine eligibility as a Degree Candidate for May graduation. After review, students may be notified that they must register for additional coursework in order to meet graduation requirements in time for May graduation. Students may also be notified that they are in danger of not graduating if they are unable to meet graduation requirements prior to the end of the Spring semester.

If all is in order after this review, your name will appear on the Degree Candidate list for the upcoming graduation date.

The inclusion of your name as a degree candidate at this time ***does not*** automatically qualify you for graduation in May. You must still successfully complete all Spring coursework for which you are scheduled. Students who fail to qualify academically will be notified by the Vice President of Academic Affairs.

Once you are verified as a Degree Candidate, you are required to fill out an Application for Graduation and to pay the Graduation Fee. This Graduation Fee will be included on your Spring tuition bill, once the Registrar notifies the Bursar's Office of degree candidates.

You will be notified of your additional responsibilities upon receipt of the Application for Graduation.

Your diploma will be mailed in June to the permanent address you have previously furnished to the Office of the Registrar, provided you have completed all of your obligations to the College. Important: *Make sure we have your mailing address on file that will be current the June following your May graduation.*



Johnson College Application for Graduation

Procedures

1. Return the completed Application for Graduation to the Registrar's Office. Mailing address: Johnson College, Registrar's Office, 3427 N. Main Ave., Scranton, PA 18508.
2. The Academic Affairs Office will notify you by letter if there is a problem with your application.
3. The deadline for May 2010 Commencement is Friday, February 19, 2010. Applications will not be accepted after the deadline date. One formal Graduation Ceremony will be conducted Sunday, May 9.

Clearly print your name as you want it to appear on your degree:

Signature _____ Student ID# _____

I will be eligible for an Associate Degree in _____
Major Field of Study

IMPORTANT

Graduates are strongly recommended to attend the Graduation Ceremony. If you are unable to attend, you must submit a letter to the Vice President of Academic Affairs listing the reason as well as sign and date the statement below.

I do not wish to participate in the Graduation Ceremony.

Signature _____ Date _____

This section for College Use Only

Fee Paid: _____

Date: _____

Received By: _____

Final Approval: _____