



GRADUATION APPLICATION



PACKET



Application Checklist

1. File a *Graduation* Application Before Deadline **January 29, 2021.**

To apply, please complete the following steps:

- i. Log into your JICS account
 - ii. Click on the “Student” tab across the top
 - iii. Scroll down page & find the link “*Graduation Application*” – click on it.
 - iv. Fill out requested information & submit
2. Meet with your academic advisor to confirm that you will satisfy all academic requirements.
 3. Complete all attached forms (regalia order form, clearance signature form)
 4. Pay \$200 graduation fee. Both Associate and Bachelor \$275. This must be paid no later than February 28, 2021. **On March 1, 2021, a late fee will be accessed.**
 5. The Division Chairperson for your division will submit your application to the Office of the Registrar. **Any application submitted by the prospective graduate will not be accepted.**
 6. The Office of the Registrar will contact you for your final degree audit.

All requirements must be completed by the completion semester. Check your degree plan and meet with your adviser and division chairperson. All courses substitutions form must be approved by advisor, division chairperson and the vice president for academic affairs.

***Please note that by completing this packet is not a clearance or approval to graduate. All curriculum requirements must be satisfactorily met.**



**TEXAS COLLEGE
OFFICE OF THE REGISTRAR
TYLER, TX 75702**

CANDIDACY APPLICATION FOR GRADUATION

2020-2021

ID# _____

I HEREBY MAKE APPLICATION AS A CANDIDATE FOR THE FOLLOWING DEGREE:

☐ BACHELOR OF ARTS

☐ BACHELOR OF SCIENCE

☐ ASSOCIATE OF ARTS

I EXPECT TO COMPLETE ALL REQUIREMENTS FOR THE DEGREE BY:

MAJOR _____ FALL ☐ SPRING ☐ SUMMER ☐ YEAR _____
MINOR _____

CONCENTRATION _____

FULL NAME _____

THIS IS HOW YOUR NAME WILL APPEAR ON YOUR DEGREE (PLEASE PRINT)

COMPLETE HOME ADDRESS: _____

PERSONNEL EMAIL: _____

PHONE: _____

Recommendation of the Advisor and Department Chairperson to the Registrar

I have reviewed the academic records of the above named student and recommend approval of this application. All curriculum requirements can be satisfactorily met with the completion of the following course work:

COURSES NOW IN PROGRESS

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

COURSES TO BE COMPLETED

1.	_____
2.	_____
3.	_____
4.	_____
5.	_____
6.	_____

**** NOTE: The student must satisfy the above and achieve a cumulative minimum GPA of 2.00 in addition all major courses must be passed with a grade not lower than a "C" in the curriculum under which student has been given admission. All education majors must have a 2.75 to graduate. **(Please note that by completing this form is not a clearance or approval to graduate).**

DATE: ____/____/____

STUDENT: _____

ADVISOR: _____

DIVISION CHAIRPERSON: _____



2020-2021

TEXAS COLLEGE
Office of the Registrar
2404 N. Grand
Tyler, TX 75702
903-593-8311

Regalia Order Form

ID# _____

Print Name: _____
First M. Last

Home Address: _____

Telephone#: _____

Personal Email _____

Gown Order:

Specify Measurement: Height ____ ft. ____ in. Weight ____ lbs.

(Please note that by completing this form is not a clearance or approval to graduate. All curriculum requirements must be satisfactorily met.)

Texas College

Office of the Registrar
2404 N. Grand Ave.
Tyler, TX 75702

903-593-8311 ext. 2215



2020-2021

Clearance Signature Form

I _____ ID# _____
First M Last

Understand that I am responsible for all outstanding charges on my students account with Texas College plus graduation fee. If my account is not paid in full, I also understand that my diploma and academic transcript will not be released.

(Please note that by completing this form is not a clearance or approval to graduate. All curriculum requirements must be satisfactorily met.)

Student Signature_____

Office of Business and Finance:_____Date:_____

Office of Student Affairs:_____Date:_____

Office of Career Planning:_____Date:_____

Office of the Library:_____Date:_____

Office of Financial Aid:_____Date:_____

Office of the Registrar:_____Date:_____