



Graduation Application Packet





Application Checklist

1. File a Graduation Application Before Deadline **February 28, 2025.**

To apply, please do 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 for the Associate or Bachelor Degree or \$275 for Bachelor and Associate. (This must be paid no later than February 28, 2025.
 On March 1, 2025 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 prospective graduates 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

			ID#	<u> </u>	
I HEREBY MAKE APPLICAT	ION AS A CANDIDAT	TE FOR THE FOLLO	WING DEGREE:		
☐ BACHELOR OF ARTS	☐ BACHELO	R OF SCIENCE	☐ ASSOCIATE OF ARTS		
I EXPECT TO COMPLETE AI	L REQUIREMENTS F	FOR THE DEGREE B	sY:		
FALL	SPRING	SUMMER	YEAR		
MAJOR		MINOR			
CONCENTRATION					
FULL NAME					
	HIS IS HOW YOUR NA	ME WILL APPEAR O	N YOUR DEGREE (PLEASE PRINT))	
COMPLETE HOME ADDRESS	S				
	PHONE CITIZEN OF WHAT COUNTRY				
ETHNICITY					
		ed student and recomi	mend approval of this application. A	ll curriculum	
COURSES NOW IN PR	OGRESS		COURSES TO BE COMPLETED		
1					
2					
3					
5					
6.		6.			
	in the curriculum under w	hich student has been g	GPA of 2.00 in addition all major cours iven admission. All education majors m to graduate).		
DATE/		STUDENT			
ADVISOR					

DIVISION CHAIRPERSON_



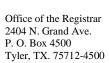
TEXAS COLLEGE Office of the Registrar 2404 N. Grand Tyler, TX 75702 903-593-8311

903-593-8311

Regalia Order Form ID#_____

Print Name:	First	M.	Last
	FIISt	IVI.	Last
Home Address:			
Telephone#:			
		Gown Order:	
Specify Measurement:	Heightft	in.	Weightlbs

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





Texas College

903 593-8311, ext. 2215 Telephone 1-800-306-6299 Fax 903-593-5830

Clearance Signature Form

I			ID#
First	M	Last	
	esponsible for all outstand in fee. If my account is not but will not be released.		
(Please note that by comprequirements must be sati	oleting this form is not a clear isfactorily met.)	ance or approval to graduat	e. All curriculum
Student Signature_			
Office of Business a	and Finance:	Г	Date:
Office of Student A	ffairs:		Date:
Office of Career Pla	anning:		ate:
Office of the Librar	y:	D	ate:
Office of Financial	Aid:	D	Pate:
Office of the Regist	rar:	Ι	Date: