



2024-2025 Prospective

*Graduates!*

# 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# \_\_\_\_\_

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:

FALL ☐

SPRING ☐

SUMMER ☐

YEAR \_\_\_\_\_

MAJOR \_\_\_\_\_ MINOR \_\_\_\_\_

CONCENTRATION \_\_\_\_\_

FULL NAME \_\_\_\_\_

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

COMPLETE HOME ADDRESS \_\_\_\_\_

\_\_\_\_\_ PHONE \_\_\_\_\_

ETHNICITY \_\_\_\_\_ CITIZEN OF WHAT COUNTRY \_\_\_\_\_

***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 \_\_\_\_\_



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#: \_\_\_\_\_

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.)**

Office of the Registrar  
2404 N. Grand Ave.  
P. O. Box 4500  
Tyler, TX. 75712-4500



# Texas College

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

## 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:\_\_\_\_\_