

2015-2016 Application for Graduation Information Undergraduate Students

Graduates may choose to walk in either the Fall Commencement Ceremony or the Spring Commencement Ceremony. Please check website for additional details.

Fall 2015 Commencement Ceremony

When: Saturday, December 19, 2015

Location: Concordia University Arena

Please Note: Seating is limited. Tickets will be required for guests attending this ceremony.

- 9:00 a.m. - Arena doors open
- 9:30 a.m. - Commencement Lineup (Behind Gym)
- 9:55 a.m. - Commencement procession will begin. Faculty Marshals will assist with lineup and seating. Names will be read using cards. Students may sit with whomever they wish within the undergraduate population.
- 10:00 - 11:30 a.m. - Commencement Ceremony. All graduates are expected to remain seated until the entire ceremony has ended and faculty have recessed.

Spring 2016 Commencement Ceremony

When: Saturday, May 7, 2016

Location: Bren Events Center, UCI Campus

Students may invite as many guests as they wish.

- 12:00 p.m. - Bren Events Center doors open
- 12:30 p.m. - Commencement Lineup (Lot 6A Bren Events Center, UCI Campus)
- 12:55 p.m. - Commencement procession will begin. Faculty Marshals will assist with lineup and seating. Names will be read using cards. Students may sit with whomever they wish within their grouping.
- 1:00-2:30 p.m. - Undergraduate Commencement. All graduates are expected to remain seated until the entire ceremony has ended and faculty has recessed.

APPLICATION FEE

The following application fee covers the administrative time needed to process the application, run a degree audit, track the student's progress and post the degree to the student's transcript. It also covers the cost of ordering and mailing the diploma. This fee is required even if you are not participating in a commencement ceremony.

***THERE IS A SEPARATE FEE FOR GRADUATION REGALIA. (See below)**

Summer 2015

- \$145 - By June 12
- \$175 - June 14- July 11
- \$300 - After July 11

HONORS

Undergraduate students will receive honors at graduation for work completed through their previous semester, however the student's permanent record will reflect the overall GPA through the final semester. Latin honors are determined on the basis of the cumulative grade point average (GPA) of all coursework completed at Concordia University and all other colleges and universities attended. Students who complete the requisite number of Honors courses and/or hours will receive recognition at graduation as either Honors Associate or Honors Scholar.

REGALIA - \$55 + Postage and Handling

Graduates will be responsible for ordering and paying for their own regalia (cap, gown, stole and tassel). Graduates will be informed via email when to order regalia.

Exit Loan Counseling

Students who borrowed Federal Student Loans are required to complete exit loan counseling upon graduating. Go to nslds.ed.gov to complete your exit counseling. Exit counseling will help you understand your rights and responsibilities as a student loan borrower.



Name: _____ ID: _____
(Print your name exactly as you want it to appear on your diploma)

E-Mail Address: _____ Phone #: _____

- Commencement Ceremony: [] Fall 2015 - Saturday, December 19, 2015
[] Spring 2016 - Saturday, May 7, 2016
[] Not Participating in Commencement Ceremony

If you plan to participate: Height: Feet ___ Inches ___ [] plus 1 [] plus 2 (see website for sizing guidelines)

DEGREE APPLYING FOR:

- Bachelor of Arts Bachelor of Science
Major: _____
Concentration: _____
Concentration: _____
Minor: _____
Minor: _____

MUST attach a degree audit run on MyRecords

- Required Degree Audit:
1. Go to www.cui.edu
2. My CUI
3. My Records
4. Click on "MyClasses"
5. Click on "Student Records"
6. Click on "Degree Evaluation"
7. Select "Generate New Evaluation" (bottom of page)
8. Check "Program"
9. Click "Generate Request"

Advisor: To the best of my knowledge, my advisee does meet preliminary graduation requirements.

Advisor's Signature: _____ Date: ___/___/___

I plan to complete all requirements in the Summer 2015 semester and acknowledge that it is my responsibility to ensure all of my graduation requirements have been met. All graduation correspondence will be sent via email. All degrees will be posted 4-6 weeks after the END of the Summer 2015 term (August 21).

Student's Signature: _____ Date: ___/___/___

NON-REFUNDABLE APPLICATION FEE DUE AT TIME OF APPLICATION:

\$145 by June 12 \$175 June 13-July 10 \$300 after July 10

This application fee covers the administrative time needed to process the application, run a degree audit, track the student's progress and post the degree to the student's transcript. It also covers the cost of ordering and mailing the diploma. This fee is required even if you are not walking. Application AND fee must be received by above dates for the applicable fee to apply.

There is a separate fee for the cap and gown.

Please pay in person in the Registrar's Office (Grimm Hall North, First Floor) with cash, check or credit card or pay online at www.cui.edu/onlinepayments (e-check only) after you receive approval from your academic advisor. You must include a copy of your receipt with the application if you pay online.

Return application: FAX 949-214-3505 OR Scanned email attachment: graduation@cui.edu
Please call the Registrar's Office if you have any questions. 949-214-3082

Office Use

Payment: _____ Banner: _____
Degree Posted: _____ Diploma Sent: _____