

Application for Graduation Information—Undergrad Students

Grad Fest

When: Monday, March 21, 2016

Location: Grimm Hall North, 3rd Floor
Conference Center

Time: 12:00 p.m.—7:00 p.m.

Free food, prizes and graduation regalia.

Baccalaureate Worship Service

When: Saturday, May 7, 2016

Location: CU Center, Concordia University
Campus

Time: 10:00 a.m.

Undergraduate Commencement

When: Saturday, May 7, 2016

Location: Bren Events Center, UCI
Campus

- 12:00 p.m. - Bren Events Center doors open for guests
- 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.
- 1:00-2:30 p.m. - Undergraduate Commencement Ceremony. 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.

Summer 2015

\$145 - By June 12

\$175 - June 13 - July 10

\$300 - After July 10

Fall 2015

\$145 - By September 18 (Deadline to participate in Fall Commencement)

\$175 - September 19 - October 30

\$300 - After October 30

Spring 2016

\$145 - By December 4

\$175 - December 5 - January 29

\$300 - After January 29 (Applying after this date may prevent participation in commencement related activities.)

***THERE IS A SEPARATE FEE FOR GRADUATION REGALIA.**

HONORS

Undergraduate students will receive honors at graduation for work completed through their Fall 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 also complete the requisite number of Honors courses will receive recognition at graduation as Honors Associate or Honors Scholar. All students who qualify for honors will be invited to the Academic Achievement Service on Friday, May 6, 2016 by the Office of the Provost.

REGALIA - \$55 + Postage and Handling

Graduates will be responsible for ordering and paying for their own regalia (cap, gown, hood 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. Please contact your Financial Aid advisor if you have any questions.



UNDERGRADUATE APPLICATION FOR GRADUATION SPRING 2016

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

Are you related to a staff or faculty member at CUI? If so, who? _____

E-Mail Address: _____ Phone #: _____

Commencement Ceremony:

Spring Commencement Ceremony – Saturday, May 7, 2016
(Application and fee MUST be received by Friday, January 29th to participate)

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: _____

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 meets all graduation requirements.

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

I plan to complete all requirements in the Spring 2016 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 eagles email. All degrees will be posted 4-6 weeks after the END of the Spring term (May 6th).

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

NON-REFUNDABLE APPLICATION FEE DUE AT TIME OF APPLICATION:

\$145 by December 4th \$175 by December 5th - January 29th (Deadline to Walk) \$300 after January 29th

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.

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: _____