



PROVIDENCE COLLEGE

Office of Dean of Undergraduate & Graduate Studies

Degrees are conferred in December and May for all graduate programs. It is your responsibility to anticipate the completion of your degree and to make a timely submission of this form during your final semester of study. If your program of study requires a thesis or comprehensive exam, it is recommended that you consult with your program director regarding the timing of your graduation. For most degree candidates, it is recommended that this application be submitted in your last semester of course-work. For candidates completing their studies over the summer session, it is recommended that you apply for the May graduation prior to the summer session.

Please submit this form to the Office of the Dean of Undergraduate & Graduate Studies by the deadline specified below. The form must be accompanied by an administrative graduation fee of \$210.00. Given that the College hosts one Commencement Ceremony annually, December graduates are encouraged to participate in the May Commencement of the following calendar year. The Office of Undergraduate & Graduate Studies, in consultation with the graduate program directors, determines whether a candidate has met all requirements for degree certification.

FEE & DEADLINES - Administrative Graduation Fee: **\$210.00 (required of all candidates)**

<input checked="" type="checkbox"/> CHECK ONE	GRADUATION CLASS	APPLICATION DEADLINE	COMMENCEMENT
	December 2016	Friday, October 21, 2016	May 21, 2017
	May 2017	Friday, February 17, 2017	May 21, 2017

Check One

- ☐ I intend to complete my studies in fall 2016 or winter 2017 and apply for the December 2016 Graduation Class.
☐ I intend to complete my studies in spring 2017 and apply for the May 2017 Graduation Class.
☐ I intend to complete my studies in summer 2017 and apply for the May 2017 Graduation Class.
☐ I completed my studies prior to the semester dates listed above.

DEGREE CANDIDATE

Please print. Your address should be your current legal address. Email is the official and universal method of communication and notification from College officials to the entire student body and individual students. Therefore, students are expected to check their College email accounts on a regular basis. All graduation information will be sent via PC email.

Banner ID: _____ Email: _____

Last Name: _____ Maiden: _____

First Name: _____ Middle: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____

DEGREE/ PROGRAM OF STUDY - check program of study

Master of Education-MED

- ☐ Administration-MEDA
☐ Counseling/Guidance-MEDG
☐ Literacy-MEDL
☐ Special Education-MEDS: ☐ 33crds or ☐ 36crds
☐ Urban Teaching-MUTE or MEDT
☐ Secondary Education-PACT

Master of Arts-MA

- ☐ History-HIS
☐ Biblical Studies-BIB
☐ Theology-THL
☐ Teaching Mathematics-MTH

Other Degrees

- ☐ Master of Business Administration-MBA
☐ Master of Theological Studies-MTS

MAY 21, 2017 COMMENCEMENT CEREMONY PARTICIPATION ☐ YES ☐ NO

Additional Commencement details (attire, tickets, etc.) will be sent via PC email only to those candidates who indicate YES.

Please PRINT your legal name exactly as you wish it to appear on your diploma and in the commencement program.

LEGAL DIPLOMA NAME:

Please assist us in pronouncing your name by spelling it phonetically. Ex: Maria Montaquila = Mah REE ah | Mahn ta QUILL ah

PHONETIC SPELLING:



PROVIDENCE
COLLEGE

GRADUATION FEE PAYMENT
\$210.00

The administrative graduation fee is required of **all** degree candidates. Payment or proof of payment **MUST accompany the "Application to Graduate,"** and be promptly submitted to the **Office of the Dean of Undergraduate & Graduates Studies.**

MBA Special Note: If you previously paid the MBA enrollment fee of \$200.00, you are responsible for the \$10.00 balance.

Student Name	
Banner ID	

☐ **CHECK PAYMENT ATTACHED** - *payable to Providence College*

☐ **ONLINE PAYMENT OPTION** - Credit Card (Visa/MC only) or ACH (Online Check Pay)

* Please contact the Bursar's Office for assistance with the online pay option 401.865.2284.

1. Log into Cyberfriar using your Banner ID; go to Student Services; then Bursar's Office
2. <http://cyberfriar.providence.edu>
3. On the Student Account Online Page, you select, Make Payment, and then Student Account Balance
4. Enter the graduation fee of \$210.00 and add to your Shopping Cart, Check-Out and follow the online payment instructions
5. Once the online payment is completed, you will be sent an email confirmation receipt.
6. **The email receipt MUST be printed out to accompany your "Application to Graduate."** Please do not submit your "Application" in advance of making the online payment.

Please feel free to contact the Dean's Office for additional information and assistance regarding degree completion, Commencement, and/or your Application to Graduate.