



# The College of St. Scholastica

## APPLICATION FOR BACHELOR OF ARTS / SCIENCE DEGREE

Name: \_\_\_\_\_

Student ID (V or B #) : \_\_\_\_\_

Diploma Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_

**\*\*Please note** if you change your address after this form is processed it will not change this address and may result in a delay of receiving your diploma. Please contact [doraskov@css.edu](mailto:doraskov@css.edu) and notify her of the change. \*\*

I will be completing a BA or BS degree (please circle the correct one) If you are unsure check with the department of your major.

Degree requirements will be completed in: Fall - October      Spring - February      Summer – June  
(Please circle one)

Fall - December      Spring – Apr/May      Summer - August

During the \_\_\_ - \_\_\_ academic year, I will:

1. Complete the College and Departmental/Division requirements of the degree;
2. File a completed **Application to Major** for each major requested;
3. File a completed **Application to Minor** for each minor requested;
4. Settle all financial obligations and accounts, I understand that my diploma and transcripts will not be issued prior to settlement of my account. **(Traditional students \$30.00 graduation fee will be added to your billing statement. All other programs \$30.00 is due upon receipt of this form)**

I have applied for the following Major(s)/Minor(s):

Major 1: \_\_\_\_\_ Major 2: \_\_\_\_\_

Conc: \_\_\_\_\_ Conc: \_\_\_\_\_

Minor 1: \_\_\_\_\_ Minor 2: \_\_\_\_\_

Additional Information: Please complete accurately and carefully. **Please print or type for clarity.**

Name as it should appear on **diploma:** (print) \_\_\_\_\_

Former Name: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

I do not plan to participate **OR** I plan to participate in the  **SPRING**  **FALL** Commencement

Please give us guidance in pronouncing your name: \_\_\_\_\_

**I am eligible to participate in this commencement because I have met all requirements and**

- I am within 8 semester credits of completing my degree or
- I am enrolled in an exempt program

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Note: Diplomas are ordered upon completion of your degree, please expect it within 4 – 8 weeks.**

**College Communications Information for Graduation Press Releases**  
**The College of St. Scholastica**

**REQUIRED INFORMATION:**

Name (as it should appear in the newspaper): \_\_\_\_\_

Expected Commencement ceremony (even if not participating): [ ] May 200\_\_ or [ ] Dec 200\_\_

Degree: [ ] Bachelor of Arts [ ] Bachelor of Science [ ] Master of Arts [ ] Master of Business Administration [ ] Master of Education [ ] Doctorate [ ] Certificate

Major or master's/doctorate program (no abbreviations): \_\_\_\_\_

Hometown (where you are from): City \_\_\_\_\_ State \_\_\_\_\_

Please name the newspaper that would be interested in news concerning you:

\_\_\_\_\_  
Newspaper City State ZIP

\_\_\_\_\_  
Newspaper City State ZIP

**If you are from Minneapolis/St Paul, please note: the Star Tribune and Pioneer Press do not use graduation announcements. Please suggest a weekly or community newspaper instead.**

**OPTIONAL INFORMATION:**

Father's name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Mother's name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Spouse's name: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

St. Scholastica activities, offices, clubs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

St. Scholastica awards received: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job or plans following graduation (if you know where you will be working or attending graduate school): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please sign to authorize use of this information for hometown news release purposes:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**A GRADUATION RELEASE WILL BE SENT TO YOUR HOMETOWN NEWSPAPER ONLY IF YOU HAVE COMPLETED, RETURNED AND SIGNED THIS FORM TO THE COLLEGE COMMUNICATIONS OFFICE BY APRIL 15 FOR SPRING COMMENCEMENT OR BY NOVEMBER 15 FOR FALL COMMENCEMENT. THANKS! IF YOU HAVE ANY QUESTIONS PLEASE CALL 723-5935.**