

# Graduation Application

**INSTRUCTIONS:** Complete Application. Save to your hard-drive. Email/Attach File and send to admissions@carlalbert.edu .

Students will earn their degree when all courses required to earn that degree are completed and a minimum 2.00 GPA Ret/Grad is earned. It is important to pay your account balance and remove all HOLDS prior to receiving your diploma and official college transcript. --- All correspondence from the Registrar will be sent to student's EMAIL. (CASC and personal as specified below). Direct any questions to the Registrar, Office of Admissions, 918-647-1307.

**Student Information:** *(confirms name and address for diploma printing and mailing)*

CASC Student ID#: \_\_\_\_\_  
 First name: \_\_\_\_\_  
 Middle name: \_\_\_\_\_  
 Last name: \_\_\_\_\_  
 Suffix: \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Cell phone number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

**Degree Information:** *(confirms degree award intention and diploma printing and mailing)*

Graduation Semester/Year *(Check One)*:  Spr 2022  Sum 2022  Fall 2022  
 Degree: \_\_\_\_\_  
 Major: \_\_\_\_\_  
 Program code: \_\_\_\_\_  
 Transcript Request: *(optional)* \_\_\_\_\_

Please know that you may request the Office of Admissions mail your official transcript to another college or employer after your degree is conferred. If so, then, complete the *Transcript Request* line with the College name, city, and state; or Agency Name with full address, city, state & zip code.



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For signature, type in your full name in the box above. Save Application to hard-drive. Email/Attach File to admissions@carlalbert.edu . Optional, fax to 918-647-1306*

**FOR OFFICE USE ONLY**

APPROVE  DENY Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

List courses required to complete degree:


Mailing

Diploma