



APPLICATION FOR GRADUATION INSTRUCTIONS

****Please read instructions before completing the application****

Complete the enclosed **Application for Graduation**. List all completed major-required courses as well as those either in progress or planned for Spring 2012. Place IP (In Progress) in the grade column for courses that are current or planned for the spring semester. If a course has been approved for a substitution (study abroad, summer work, etc.), please list the substitute course in the appropriate box and have your adviser initial beside it.

If you have a double major, a separate graduation application must be completed for each major. If one of your double majors is off-campus, an Off-campus Second Major Graduation Application must be completed.

It is the student's responsibility to make certain that all degree requirements are satisfied. Students may elect to complete the graduation requirements stated in any HMC catalogue in effect during their enrollment at the college, but they may not mix provisions from various catalogues. It will be assumed that you will be using the HMC 2007-2008 Catalogue (the catalogue in effect when you started at HMC) unless you indicate otherwise at the top of your graduation application.

Use the student portal to view your current degree audit. The audit will show the completion of the core and major requirements.

Obtain the signature(s) of your major adviser(s).

Indicate the way your name is to appear on your diploma.

Obtain your HSA Graduation Application from your HAS adviser. Have your HSA adviser review, update and sign the form. Be sure that the course numbers and titles on the form match the corresponding courses on your HMC transcript. If you did not complete a listed course, have the form updated and signed by your HSA adviser before submitting it to the Registrar's Office. Attach this HSA form to your major grad application.

Return **both** graduation applications (major and HSA) to the Office of the Registrar during pre-registration. The deadline for submitting your application for graduation in May, 2012 is **Friday, November 18, 2011** (the last day of the Spring 2012 pre-registration period). Applications that are received later than this time will be interpreted as applying to the following semester, Fall 2012.

**MAY 2012 GRADUATION APPLICATION
DEADLINE:**

Friday, Nov. 18, 2011 by 5pm to the Registrar's Office