

Please fax to 602-749-3181

IMPORTANT: Turning this form into the registrar's office initiates the graduation audit process. You may also schedule an appointment with your advisor to complete a final review of your academic file to ensure that your educational plan is up to date.

PLEASE CLEARLY PRINT YOUR NAME HOW YOU WANT YOUR DIPLOMA TO READ:

<i>First</i>	<i>Middle</i>	<i>Last</i>
<i>Mailing address</i>		<i>City</i>
		<i>State</i>
		<i>Zip</i>
<i>Social Security #</i>		<i>Email address</i>
<i>Home phone</i>	<i>Work phone</i>	<i>Cell phone</i>
<i>Advisor's Name</i>		<i>Major</i>

To order your cap & gown please specify height and weight: **Ht:** ' **Wt:** lbs.
Are you planning on attending the commencement ceremony **No:** **Yes:**
Do you need handicap assistance? **No:** **Yes:**

CHECK BOX	Term Student Is Finishing*	Conferral Date – Day Your Degree Will Be Posted To Your Transcript	Final Deadline for All Grades, Transcripts, etc, to be Turned into the Phoenix Office	Commencement Ceremony
<input type="checkbox"/>	Fall I 2009	December 31, 2009	November 13, 2009	April 09, 2010
<input type="checkbox"/>	Fall II 2009	February 28, 2010	February 10, 2010	April 09, 2010
<input type="checkbox"/>	Spring I 2010	May 15, 2010	April 7, 2010	Fall 2010
<input type="checkbox"/>	Spring II 2010	July 31, 2010	July 02, 2010	Fall 2010
<input type="checkbox"/>	Early Summer 2010	August 31, 2010	July 30, 2010	Fall 2010
<input type="checkbox"/>	Summer 2010	December 31, 2010	November 12, 2010	Spring 2011

*For **student teachers**, the last day of your student teaching is considered the last day of your **last class**. In other words, you must complete your student teaching before you are conferred.

Student Signature: _____ *Date:* _____

Ottawa University Office Use Only:

Student ID: _____ *Diploma Name Entered in CX:* _____ *Applied Date Entered in CX:* _____
Entered on Excel Spreadsheet: _____ *By Initials:* _____ *Date:* _____