Oregon TECH **APPLICATION FOR DEGREE**

A $56.00 processing fee will be charged to your Oregon Tech Student Account

Student ID #: _____ **Graduation Term:** _____ **Advisor:** _____

Name: _____ **Date:** _____ **Phone Number:** _____

Non-Oregon Tech Email Address: _____

Diploma Mailing Address*:

_____

Street   City   State   Zip

Degree: ☐ Associate's   ☐ Bachelor's   ☐ Master's[1]   **Major:** _____

Applied Psychology and Environmental Sciences require an Emphasis: _____

Catalog Year: ☐ 2011-12   ☐ 2012-13   ☐ 2013-14   ☐ 2014-15   ☐ 2015-16   ☐ 2016-17   ☐ 2017-18

Minor(s): _____ **Certificate(s):** _____ **Specialization(s):** _____

Campus Attended: ☐ Klamath Falls   ☐ La Grande   ☐ Online   ☐ Salem   ☐ Seattle   ☐ Wilsonville

Please print your name as you would like it to appear on your diploma
Directions: Print one letter per box; skip a box between each part in name

_____   _____
Hometown, State (For commencement program*)   **Zip Code**

News Media Notification (optional)
I would like notice of my graduation sent to my hometown newspaper:

_____   _____   _____
Name of Paper   **City of Publication**   **State**

_____
Newspaper Email Address

*If your Diploma Mailing address changes, please email your updated address directly to registrar@oit.edu.   Rev 10/2017

Please fill in your current and proposed courses below:

1. Identify each term you will be registered at Oregon Tech or a transfer school to meet your Oregon Tech degree requirements.
2. List all courses you plan to take during those future terms. *If you are a Medical Imaging student we will assume you have 4 terms (60 credits) of extern in addition to terms/courses listed below.*
3. If needed, please use the bottom of this form to write additional information about courses/credits you will be completing for your degree.

Term & Year:			Term & Year:			Term & Year:		
Subject Course	Title	Credits	Subject Course	Title	Credits	Subject Course	Title	Credits

Submit this form to the Registrar's Office 2 terms prior to your anticipated graduation date.
    Email: registrar@oit.edu   ….   Fax: 541.885.1274   ….   Mail: OT Registrar's Office 3201 Campus Dr. Klamath Falls, OR 97601

Please keep a copy of this form (front and back) for your records.

After your application and records have been reviewed, you will receive an email at your Oregon Tech e-mail address, cc'd to your advisor, notifying you of your graduation analysis results.

If you plan to participate in commencement please complete the Walk Form at www.oit.edu/commencement.

The annual Commencement Program lists every graduate in the academic year. It is distributed at the Commencement Ceremony, but it is not necessary that you walk at graduation for your name to be listed. By submitting this form, your name will be listed in the Commencement Program for completion of your degree unless you opt out. If you **do not** want your name listed, please indicate here by signing this statement:
Please DO NOT list my name in the program. _____

[1]If you are Applying for your Master's degree, your Final Project/Thesis Approval sheet must be complete and submitted to the Registrar's Office before you will be awarded your degree.

Sealing of a Degree
All grade changes, removals of incompletes, and transfer work necessary for completion of degree requirements must be on file in the Office of the Registrar by the Friday following the end of the term of graduation. Academic records are sealed ninety days after the conferral of a degree: no changes to the record will be made following that date.

_____   _____
Student Signature   **Date**   **Advisor Signature**   **Date**