



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:** _____

Diploma Mailing Address*:

_____ Street _____ City _____ State _____ Zip

Degree: Associate's Bachelor's Master's¹ **Major:** _____

Applied Psychology and Environmental Sciences require an Emphasis: _____

Catalog Year: 2012-13 2013-14 2014-15 2015-16 2016-17 2017-18 2018-19

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

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_____ **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**

| For Office Use Only | |
|------------------------------------|--|
| <input type="checkbox"/> SPAIDEN | Dgr Posted: |
| <input type="checkbox"/> SFAREGS | GPA: |
| <input type="checkbox"/> SHADEGR | Honors: |
| <input type="checkbox"/> SHADIPL | <input type="checkbox"/> Mailed <input type="checkbox"/> Picked Up |
| <input type="checkbox"/> Cvr Sheet | <input type="checkbox"/> Commencement |

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.
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 |
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Submit this form 2 terms prior to your anticipated graduation date via email, fax, or postal mail.

Email: online@oit.edu Fax: 541.885.1139 Mail: Oregon Tech Online, 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 from the Registrar's Office 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. _____

¹If 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