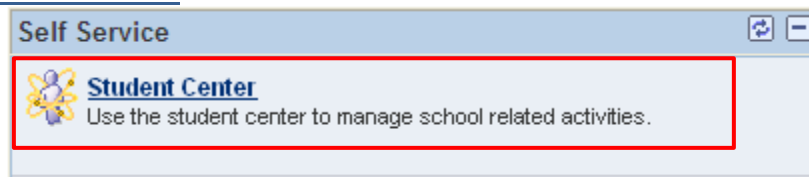


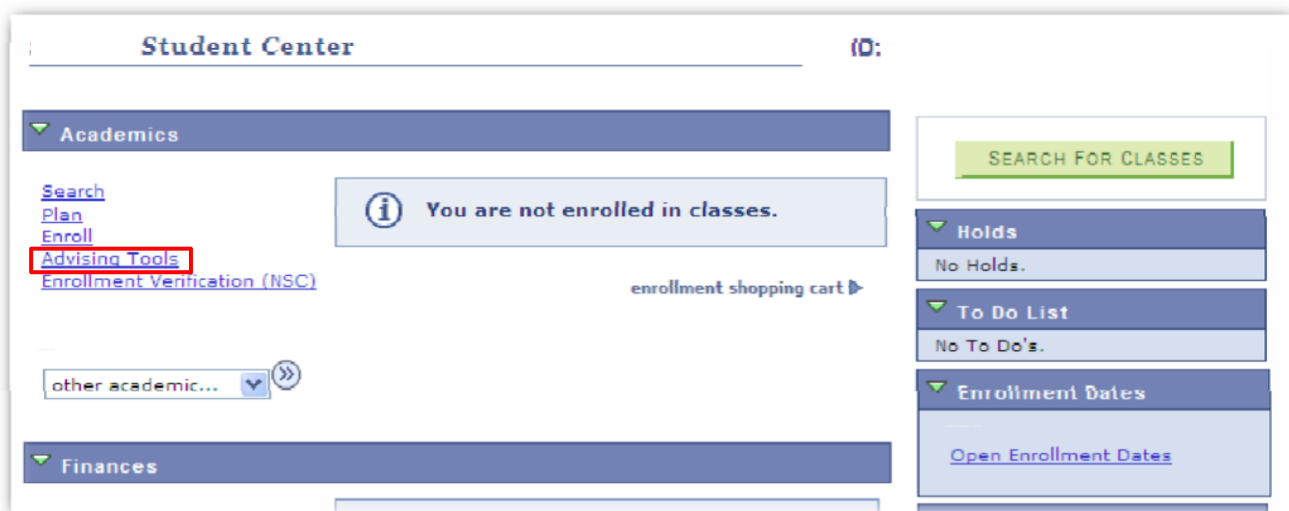
How To Apply for Graduation

You must apply for graduation using PAWS. There are four graduation terms each school year: May, August, December, and January. May applications are due in January, August applications are due in February, December applications are due in September, and January Applications are due in December. The graduation application fee is \$100.00. Students who apply after the application deadline will be charged a \$35.00 late fee.

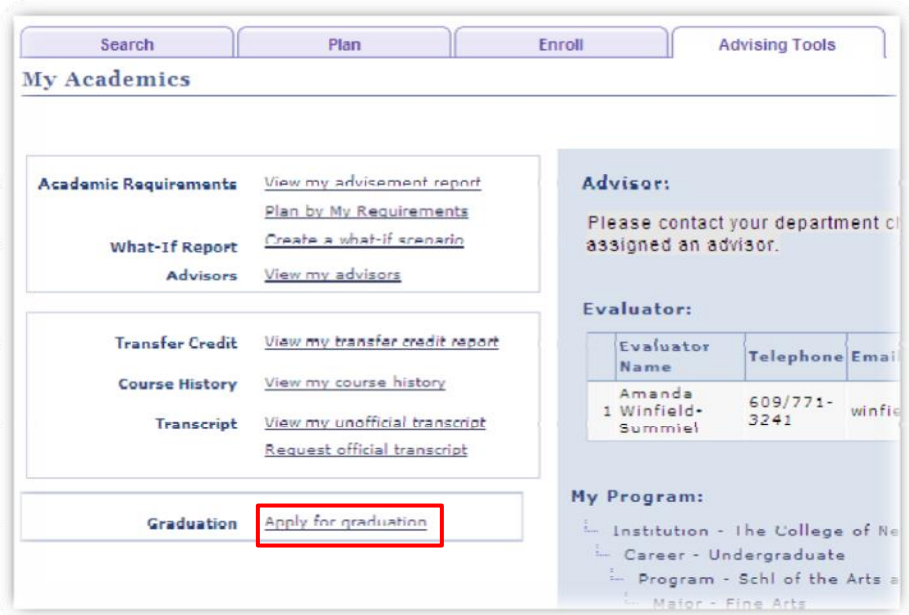
1. Sign in to PAWS and select the [Student Center](#) link.



2. On the resulting page, select [Advising Tools](#).



3. On the Advising Tools page, select [Apply for Graduation](#).



How to Apply for Graduation

4. On the Apply for Graduation page, select the Academic Program for which you wish to apply for graduation by clicking on the link.

Apply for Graduation

Select Program and Degree

Select the academic program in which you wish to apply for graduation by clicking on its description.

Select an Academic Program

Academic Program [School of Business](#) **Career** Undergraduate

Degree Bachelor of Science

Major Management

5. On the resulting page, select the Expected Graduation Term from the drop-down. Then click Continue. This will bring you to the Application for Conferment of Degree.

Apply for Graduation

Select Graduation Term

The academic program listed below was selected to apply for graduation. If this is not correct, return to the previous page and select a different academic program.

Select a valid term to apply for graduation by selecting a value from the dropdown. Only terms in which you are able to apply for graduation will be displayed.

Program School of Business **Career** Undergraduate

Degree Bachelor of Science

Major Management

Select the appropriate term from the list below. If no values are found, you are not eligible to apply for graduation at this time.

Expected Graduation Term

2011 Spring
2011 Spring
2011 Summer

SELECT DIFFERENT PROGRAM **CONTINUE**

6. Complete the form. Then click Continue.

APPLICATION FOR CONFERMENT OF DEGREE

THIS APPLICATION IS FOR STUDENTS WHO WILL HAVE ALL DEGREE REQUIREMENTS COMPLETED BY THE END OF THE SEMESTER IN WHICH THEY ARE APPLYING. A NON- REFUNDABLE GRADUATION FEE OF \$100.00 WILL BE APPLIED TO YOUR STUDENT ACCOUNT. STUDENTS WHO APPLY AFTER THE APPLICATION DEADLINE WILL BE CHARGED AN ADDITIONAL \$35.00 LATE APPLICATION FEE AND THEIR NAMES MAY NOT APPEAR IN THE COMMENCEMENT BULLETIN.

If you do not complete all requirements and do not graduate in the semester you applied, you must re-apply for conferment of degree (The \$100.00 fee will not be re-assessed).

Diploma First Name

Diploma Middle Name

*Diploma Last Name

Suffix

Country

Address Line 1

Address Line 2

Address Line 3

Address Line 4

City State Postal Code

Will you attend the main commencement in May?

Will you attend your departmental commencement in May?

Please specify the size of your graduation gown
(A graduation cap of a standard size will be provided)

In your final term will you take all your courses at TCNJ?


Please specify where you will complete your requirements:

7. On the next page, you will be able to verify that all of the information you have entered is correct. When everything is correct, select the Submit Application button to complete the process.

8. If the application is successfully submitted, you will receive a confirmation message on the next page.

Apply for Graduation

Submit Confirmation

 **You have successfully applied for graduation.**

However, a preliminary analysis of your Academic Requirements shows that some items may still remain unsatisfied. Please run your Academic Requirements from Student Center now. If requirements remain unsatisfied please contact both your academic advisor and your academic evaluator in the Office of Records and Registration.

Unsatisfied requirements need to be resolved prior to graduation.