



Louisiana College

GRADUATE STUDENT

Application for Candidacy for Graduation

Deadline for Submission to Office of Registrar: No later than the end of the second week of the semester prior to the semester of anticipated graduation. The \$100 fee and the self-audit form should be submitted with this application.

FOR OFFICE USE ONLY

Amount Paid:

Date Paid:

Business Staff Initials:

PLEASE COMPLETE ACCURATELY AND LEGIBLY:

Print legibly or type your **LEGAL NAME** as you wish it to be printed on your diploma:

Student ID: _____ Hometown (for Program): _____

Anticipated Semester and Year of Graduation: _____

Degree: MAT MSW MEd TEACH GPA: _____ Any Grade Below a B? YES NO

LC Email Address: _____ Cell Phone: _____

Personal (Non-LC) Email Address: _____

Mailing Address through the end of the semester: *include city, state and zip*

Permanent Mailing Address (for future contact): *include city, state and zip*

IMPORTANT INFORMATION:

- A student will not be awarded his/her degree if he/she owes any fees or has any holds on his/her account, including, but not limited to, Business Office Holds, Financial Aid Holds and Library Holds. Students should check with the Registrar's Office prior to graduation to be certain all holds have been removed and any outstanding fees have been satisfied.
- Any student receiving financial aid is REQUIRED to complete the Financial Aid Exit Survey before his/her degree may be awarded. Failure to do so may result in a Financial Aid Hold.
- Any and all information pertaining to graduation (i.e., ordering and purchase of gown, time, date and location of ceremonies, ticket availability, etc.) will be sent via US Postal mail to the address(es) listed on this form. Should a mailing address change, it is the responsibility of the student to notify the Office of the Registrar as soon as possible.
- Attendance at Graduation and Rehearsal is MANDATORY. Persons with *extenuating circumstances* may request special permission from the Vice President of Academic Affairs.
- Students completing this form will receive a degree audit via US Postal mail listing all courses remaining in the student's degree plan. Allow 6-8 weeks for processing.
- An additional \$100 late fee will be assessed to persons who miss the deadline for application.



HOW TO PAY THE GRADUATE STUDENT GRADUATION APPLICATION FEE

1. Go to www.lacollege.edu. In the upper right corner look for the link “[MYLC](#)”.
2. Log in to portal using your LC ID# and password given to you in Admissions. This information is typically included on your acceptance letter.
3. Once you have logged in, click the CAMPUS LIFE tab.
4. Scroll to the middle of the page. Look for the ONLINE PAYMENTS Section and click on “Graduation Fee—Graduate Programs Only.”

Online Payments ?

[Manage Forms](#)
[View Reports](#)

NOTE: You must log in to the portal in order to complete the following payments.

Click on one of the links below to complete the desired payment transaction.

[Parking Fines & Other Sanctions](#)

[Rent Payments](#)

[Graduation Fee - Graduate Programs Only](#)