



Louisiana College

GRADUATE STUDENT (Master's Degree Level)

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 application fee and the self-audit form must be submitted with this application.**

For **December 2019** Graduates, this form is due by **January 25, 2019**.

For **May 2020** Graduates, this form is due by **August 30, 2019**.

For **August or December 2020** Graduates, this form is due by **January 31, 2020**.

FOR OFFICE USE ONLY

Amount Paid: _____

Date Paid: _____

Business Staff Initials: _____

PLEASE COMPLETE ACCURATELY AND LEGIBLY:

Print legibly or type your **FULL 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 (Financial Aid Exit Survey) 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 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 submit the application more than 10 days after the stated deadline.



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.”

